Consultant Reports
MHLS Directors Association
Meeting of Thursday June 2, 2016

Merribeth Advocate, Assistant Director

1. **Adding eMagazine titles to the MHLS Zinio collection**
   a. County chairs have received the information to dispense to you regarding the process for adding new Zinio titles in 2016 for the MHLS eMagazine collection at http://tinyurl.com/mhls-emag. If libraries in your county would like to add, and fund (from library or county funds) new titles, the form is **due to me by June 30**, and the new titles will go live on August 1.
   b. The current listing form the vendor of available titles and prices is at http://tinyurl.com/Zinio-available . Note that all titles renew on January 1st, so you would be paying a pro-rated part of the price shown.

2. **Early Literacy:**
   a. Reading is essential to school success. Learning to read begins before children start school. From the time they are infants, children learn language and other important skills that will help them learn to read. Developing early literacy skills make it easier for children to read once they begin school. In the MHLS region essential early literacy skills are needed, as 62.4%-79% of students in the MHLS region in Grade 3 are not proficient in the English Language Arts learning standards *(i.e. not demonstrating an understanding of the content expected in the subject and grade level).*
   b. With funding from the state from Family Literacy Library Services, MHLS will be providing training (**open to all member library staff**) twice a year for the next 3 years to help member library staff update and upgrade their skills in providing early literacy services.
   c. In addition, in July/August we will be sending out information about joining the **MHLS Early Literacy Cohort Project**. If your library would like to really work on building its capacity to provide early literacy services in your community, this is a great opportunity. The MHLS Early Literacy Cohort Project is limited to 12 libraries and will run until December 2017. During that time Cohort libraries will receive:
      i. training in all of the elements of the *Ready to Read at New York Libraries: Early Childhood Public Library Staff Development Program.*

      ii. support from MHLS staff to:
         1. develop a customized community asset analysis.
         2. develop and implement an early literacy action plan for your community.
         3. develop local partnerships with childhood organizations.
         4. implement early literacy related services in your library.
      iii. support from being part of a group of peers all working to enhance their library's ability to achieve the goal of educating children and parents/caregivers through early literacy programs.
      iv. funds to support the provision of early literacy programs in your library. At this point we are waiting to hear from the state for the final amount of these funds, but it will be at least $800 per Cohort library.

d. If the timing of this 1st MHLS Early Literacy Cohort Project doesn't work for your library, in January 2018 a 2nd MHLS Early Literacy Cohort Project will begin with a new group of 12 libraries for 18 months.

3. **Movie Licensing**
   a. To show movies at the library you need a public performance license.
   b. MHLS libraries currently in the discounted group-buy on licenses with Movie Licensing USA (Brewster, Claverack, Desmond/Fish, Greenville, Grinnell, Hurley, Phoenicia, Pine Hill, Red Hook, Saugerties, Starr, Valatie, West Hurley) will receive a renewal invoice from MHLS, with licenses renewing on 6/16/16.
   c. If your library does not have a public performance license and wants to participate in the group buy with Movie Licensing USA, contact me before June 10.

4. **Big Library Read June 23 – July 7:**
   a. As we have done nine times before, all MHLS libraries will be participating in the next worldwide OverDrive Big Library Read, from June 23-July 7. During this period the title will be available for every patron that wishes to read it—no holds, no wait lists. For more information and available marketing materials, please visit http://biglibraryread.com/
   b. By participating in the Big Library Read, we are joining a global movement of passionate readers and library patrons who support the availability of eBooks at libraries, and it's a great way to increase circulation.
   c. There are also a Big Library Read planned this year for October.

5. **Fall Into Books 18th Annual Children's & Teen Literature Conference**
   a. **Early Bird reduced price registrations must be postmarked by July 29**. The Conference will take place on October 28 at the Crestview Conference Center in West Nyack. Information and registration at http://midhudson.org/fall-into-books .
   b. This conference provides an excellent opportunity for attendees to engage in collaborative discussions on children's and teen literature. This year, 2 of the discussion groups will be facilitated by staff from MHLS libraries! (Cheryl Harlan & Fran Harrison from Mahopac Public Library; Nicole Curcio from Pawling Free Library). The Keynote Speaker is Lisa Currao on the topic of "Library Accessibility for Individuals with Intellectual/Developmental Disabilities" and there is a presentation by author Thanhha Lai'.
   c. This annual event is sponsored by MHLS, RCLS, SENYLRC and the following BOCES School Library Systems: Dutchess, Orange-Ulster, Rockland, Sullivan, Ulster.

6. **Letters from Prisoners**
   a. A reminder that if you receive in the mail a reference request directly from an inmate that you should not respond to them – you should send it along to me to forward to the senior librarian at their correctional facility. This will actually legitimize and facilitate their access to information as the NYS Department of Corrections and Community Supervision has a mechanism and procedure for information sent to prisoners, and it must involve the facility library.
   b. Keep in mind that there is seemingly innocent information that certain incarcerated individuals are not allowed to have due to their history of criminal actions, and when the requests come to you unmediated by a facility librarian it is not possible to determine what

those specific parameters are. So the best way to serve this patron if they contact your library directly is to send the request over to me in the delivery (please include the original envelope).

7. **Proper Use of ILL Dummy Cards**
   a. ILL Dummy Cards allow for the tracking of out of system ILL materials through Sierra. This provides an easy-to-find and organized method of keeping all important ILL information together, gives an indication in the patron's record that they have an ILL item checked out, and is a great asset for your annual report statistical records.
      i. Item Dummy Cards are to be used when an item comes to your library, from out of the MHLS system, for your patron.
      ii. Patron Dummy Cards are to be used when you are sending items outside of the MHLS system.
   b. When reviewing the member library annual reports, it became evident that **some libraries are using ILL Dummy Cards improperly**, and some for a variety of things that they should not be used for (for example bookclubs, storytimes, local schools). This affects the statistics from your library for your annual report to the state.
   c. Instructions are available in the MHLS Sierra Knowledgebase at http://kb.midhudson.org/wp-content/uploads/2016/01/Outside-ILL-Procedures.pdf and are also attached to this report. For a more appropriate method to use in checking out materials to that do not fit this criteria contact techsupport@midhudson.org

Robert Drake, Technology Operations Manager

Technology Operations Overview

1. **Ticket System for All Requests**
   a. 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.
   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.
2. **Sierra Users Guide**: Don't forget the guide on everything Sierra can be found on kb.midhudson.org, our sierra knowledgebase. Webinars on topics like Create List can also be found at the bottom of the home page. Please remember to distribute the knowledgebase login to your staff if you'd like them to have access. If you have any recommended guides please let us know at techsupport@midhudson.org .

IT/Technology

3. **Tool to Prevent Accidental Windows 10 Upgrade:** Windows 7 will continue to receive Microsoft support until January 14th 2020, however they have been encouraging their Windows 10 with pop

ups and in some cases using tricky messaging to get users to initiate the upgrade. Sierra does work with Windows 10, but if you'd like to prevent this unintentional upgrade you can use a tool called GWX Control Panel. Despite the admittedly sketchy website, it's quite helpful and removing the windows 10 popup and preventing any future attempts at Windows 10.

    a. http://ultimateoutsider.com/downloads/

Sierra/ILS

4. **Sierra Upgrades/Projects:**
   a. **Sierra 2.2**
      i. The newest version of Sierra has recently been released. This upgrade adds additional functionality to a web version of the Sierra client. Customarily the initial customers to upgrade are small single facility academics, followed by small public libraries, and then eventually followed by the larger public systems. This process allows the majority of the post-upgrade bugs to be resolved before affecting the larger systems. As a result, as long as no major issues, are discovered, we would be considering this upgrade for late summer.
   b. **Syracuse**
      i. III has made their Syracuse facility eligible Sierra hosting. While this will likely improve connectivity and better align support staff hours with our own, a great deal of testing needs to take place first. That is currently ongoing. As this transition would require a variety of vendors being contacted as well as significant downtime, a great deal of preparation and communication will be made if and when this transition is acceptable.

5. **Sierra Questions Webinar**
   a. Automation Coordinator Thomas O'Connell will offer his usual lunchtime webinar of training and Q&A on June 23rd at noon. The topic will be a Create List Refresher! 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.
   b. 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. This session is open to all member library staff members!

Cataloging

6. **Genre Field within Record:** Hello everyone, as the Genre facet is being considered, I thought a few statistics around this field might be helpful.
   a. Since January 1, 2016 11,343 new book and DVD bibliographic records have been added to Sierra. Of those 11,343 new bibliographic records, 11,104 have one or more genre tags assigned. Not all older records have this field in place, but the genre data within the system is reasonably robust.

Out of System ILL's

ILL Dummy Cards allow for the tracking of out of system ILL materials through Sierra. This provides an easy-to-find and organized method of keeping all important ILL information together, gives an indication in the patron's record that they have an ILL item checked out, and is a great asset for your annual report statistical records.

Item Dummy Cards – Receiving ILL

This is used when an item comes to your library, from out of the MHLS system, for your patron. When receiving ILL items, they should be checked out to the patron using an ILL Dummy Card. At checkout, the Item record should be updated with a note containing information such as the owning library, title and author, due date, etc...

Create ILL Dummy Cards by attaching them to one of the following Bibliographic Records:

- ILL Book - b1028302x
- ILL AV - b1028154x

Patron Dummy Cards – Sending ILL

This is used when you are sending items outside of the MHLS system. ILL items should be checked out to either an institutional record (if there is one in Sierra) or a patron dummy card (if there is no institutional record). If using a patron dummy card, at checkout the record should be updated with a note containing all important information on the requesting patron/institution.

Institutional Records can be found by doing a name search (n) within checkout. Examples include:

- Haverstraw Public Library – 22380001001601
- Dutchess County BOCES – 22380001185172