

Consultant Reports
MHLS Directors Association
Meeting of Thursday, January 5, 2015

Merribeth Advocate, Assistant Director

1. Library Annual Reports:

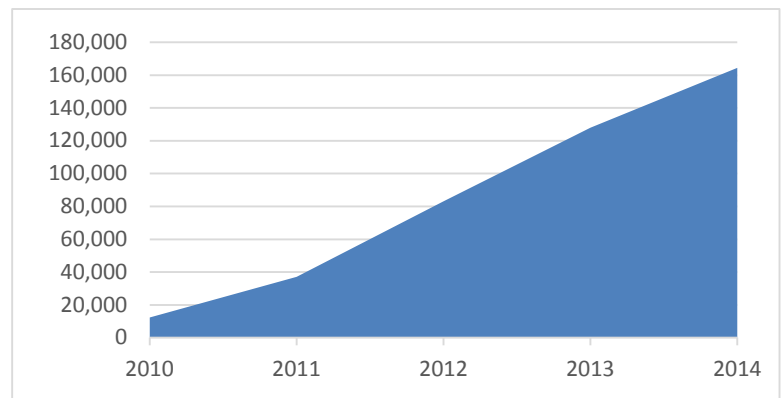
- a. Each library is required to do an annual report online. All 2014 reports should be fully submitted by the end of day on **2/19/14**. You will be submitting your report online, but won't be able to log in to do it until the state unlocks the software. I'll put out a message on the MHLS Directors Listserv when it is available.
- b. MHLS will provide you with the following information to use in your report:
 - i. Sierra data for answering Collection, Library Use & Transaction questions
 - ii. Financial information from the MHLS Business Office regarding funds that passed through us
 - iii. Count of use of your website if it is hosted by MHLS
 - iv. The Summer Reading information your library submitted earlier this year (upon request)
- c. Library financial info: If your financial numbers are coming from someone other than you, we strongly suggest that you give that person a copy of the questions & instructions that pertain to them (when they are available) in advance. That way they can give you back the info in the form you will need to use it in, rather than them giving you a report that you have to interpret to make it match the questions on the report.
- d. Meeting Minimum Standards: A reminder to add to your **February or March Board meeting agenda** the review and acceptance of the library annual report. Be aware that in your annual reports, among other things, your board is assuring the state that your library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and that your library complies with the state minimum standards (more info at http://www.nysl.nysed.gov/libdev/excerpts/finished_regs/902.htm) including:
 - i. has a board-approved, written long-range plan of service
 - ii. presents an annual report to the community on the library's progress in meeting its goals and objectives
 - iii. has board-approved written policies for the operation of the library
 - iv. periodically evaluates the effectiveness of the library's collection and services in meeting community needs

With more attention coming from citizens about library policy and other accountability issues, it is important that library boards are legitimately able to say 'yes' to each of these elements.

- e. A reminder that as part of New York's Open Data Portal <https://data.ny.gov> ongoing and continuing effort to improve the way NYS government agencies share information to promote efficiency, accessibility and transparency, with their strategic approach to make data easier to find, access, analyze and utilize, **library annual reports are being added** (starting with 2012).

2. OverDrive Circulation:

- a. 98% increase over the past 3 years
- b. Nationally a new record was set on 12/28/14 as the highest circulating day for OverDrive libraries. Both 12/28 & 12/29 were the highest ever for MHLS libraries as well.



Rebekkah Smith Aldrich, Coordinator for Library Sustainability

1. **Member Information Updates:** Each director will receive a custom email from us to ask you to help us keep your contact information up-to-date. We will be asking you to confirm your address, phone and fax numbers, hours open, Board roster and Friends Group contact information. This will be due back by January 26th. We appreciate your help with this!
 - a. **New for 2015:** We will be asking you to indicate who the “Administrator in Charge” is when the director is not in the library.

2. **Property Tax Freeze:**
 - a. Property Tax Freeze form deadlines (*aka Certification Schedule*) are attached to this report. All libraries that file the tax cap form (all libraries that have EVER had a public vote on their tax levy amount) must also file this form.
 - b. Requirements for a library to enable their taxpayers to receive a rebate, known as the “Freeze Credit,” from NYS:
 - i. Year 1: Fiscal Year beginning in 2015 – 1) library must not exceed the tax cap; 2) any override resolution that had been passed “just in case” would need to be rescinded by the board
 - ii. Year 2: Fiscal Year beginning in 2016 – 1) library must not exceed the tax cap; 2) any override resolution that had been passed “just in case” would need to be rescinded by the board; and 3) must develop a “Government Efficiency Plan” that must be approved by the NYS Division of Budget.*
 1. Government Efficiency Plans must demonstrate a savings equivalent of one percent of the property tax levy your library receives in 2017, 2018 and 2019.
 - c. *We are still seeking clarification from the NYS Division of Budget regarding who may be the lead agency to file the required Efficiency Plan. Efficiency Plans are due in May/June 2015. Stay tuned.

3. **The Wage Theft Prevention Act (WTPA)** took effect on April 9, 2011. The law requires employers to give **written** notice of wage rates:
 - To **each new hire**
 - To **all employees by February 1 of each year**

The notice must include:

- Rate or rates of pay, including overtime rate of pay (if it applies)
- How the employee is paid: by the hour, shift, day, week, commission, etc.
- Regular payday
- Official name of the employer and any other names used for business (DBA)
- Address and phone number of the employer's main office or principal location
- Allowances taken as part of the minimum wage (tips, meal and lodging deductions)

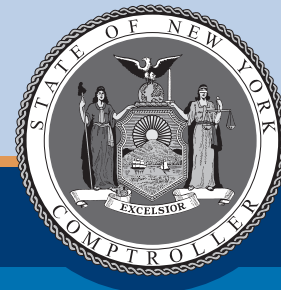
The notice must be given both in English *and* in the employee's primary language (if the NYS Labor Department offers a translation). The Department currently offers translations in the following languages: Spanish, Chinese, Haitian Creole, Korean, Polish and Russian.

- For Sample Pay Notices and more information please visit <http://www.labor.ny.gov/workerprotection/laborstandards/employer/wage-theft-prevention-act.shtm>

- 4. NYS Grant Opportunity Portal “pre-qualification”:** Association libraries will need to pre-qualify through the NYS Grants Reform portal to be eligible for state grants. Public libraries (municipal, special district and school district public libraries) should indicate that they are local governments when they register on the Grants Portal: <http://grantsreform.ny.gov/grantees>. This site is used by NYS to determine eligibility for competitive state grants. Any libraries that would like to apply for competitive grants from a state agency should enter their information in this site. Evidently, it can take quite a while to get pre-qualified, so it is important that libraries go through that process well before they plan to submit a grant proposal to a state agency. For some grant programs, if the applicant entity is not prequalified, they may not be eligible to even apply for a grant. So far, the only State Library administered funding program that is currently impacted by the Grants Reform portal is the Conservation/Preservation Discretionary Grant program.
- 5. Reminder:** New York State Public Officer's Law requires all public library trustees (*but not association library trustees*) to take an oath of office **within 30 days of beginning their term of office**. Public library trustees are public officers and the oath of office is required to officially undertake and perform the duties of a public library trustee. If a public library trustee does not properly complete and file an oath of office, the trustee's position may be deemed vacant. For more information about how and why the oath of office is administered, and where to properly file an oath of office, please see the **Oaths of Office FAQ on the New York State Library website:** <http://www.nysl.nysed.gov/libdev/pltrust/oath.htm>. A reminder that the filing dates are required to be reported in your annual report.
- 6. Starr Library Special District Legislation:** As reported previously, the Governor vetoed the Starr Library's special district legislation. A veto override is not in the cards. A statewide taskforce has been formed to create a strategy to move forward. The taskforce includes lawyers that specialize in this type of legislation, NYLA leadership, representation from the NYS Division of Library Development, the NYS Regents Advisory Council on Libraries and myself. Our hope is to retain the special district option as a viable path forward for sustainable funding under the current administration.
- 7. Friends Support Group – new date:** Thursday, January 22nd from 5:30 – 7:30pm at the Kingston Library. Topics include: Nonprofit Revitalization Act & Community Engagement Techniques. Please register online at <http://calendar.midhudson.org>
- 8. New Directors Roundtable** will meet after the February DA meeting (Thursday, February 5th). Our topic will be “Hiring & Firing”. Please register online at <http://calendar.midhudson.org>

New York State Office of the State Comptroller

Thomas P. DiNapoli • State Comptroller



Property Tax Freeze

Certification Schedule

When Do Local Governments and School Districts Need to Certify?

Fiscal Year	Certification Required No Later Than	Classes of Government
7/1/14 - 6/30/15	7/21/2014	All School Districts, the Cities of Buffalo, Rochester, Syracuse and Yonkers
1/1/15 - 12/31/15	1/21/2015	All Counties, Towns and Fire Districts. Most Cities, some Villages and Libraries
3/1/15 - 2/28/16	3/21/2015	Some Villages
4/1/15 - 3/31/16	4/21/2015	Some Cities and one Village
6/1/15 - 5/31/16	6/21/2015	Most Villages, one City and some Libraries
7/1/15 - 6/30/16	7/21/2015	All School Districts, some Cities and Libraries
8/1/15 - 7/31/16	8/21/2015	Six Villages and two Cities
11/1/15 - 9/30/16	11/21/2015	Two Libraries

Robert Drake, Technology Operations Manager

Technology Operations Overview

1. **Public-Facing Name Change in Catalog:** We have an opportunity to change up to 5 libraries names on the public side of the catalog at a total cost of \$1000. I have two libraries potentially interested. If your library is interested in having the display of your library's name changed within Encore (not within the Sierra client), please let me know as soon as possible.

2. **Annual Reports:** We are hard at work collecting the sierra statistics necessary for your upcoming annual reports. Please bear with us as we are responding to tickets and other queries slower than usual.

3. **E-Rate deadlines have finally been posted:**
 - i. Due Date for Form 470: Thursday, February 26, 2015
 - ii. Due Date for Form 471: Thursday, March 26, 2015
 - iii. Remember that, you can only file your form 471 28 days after filing your form 470. Since the Form 471 is relatively arduous, it is **highly advisable** to complete your form 470 within January.
 - iv. As always, if you have an interest in moving forward with e-rate, please consider scheduling an appointment with me to go through your E-Rate application. See my previous E-Rate report for steps on completing Form 470.

IT/Technology

1. **Ticket System Statistics:**

- i. In 2014, over 3400 tech support tickets were responded to.
- ii. Over 50% of these tickets were resolved within 1 hour. Approximately 85% of tickets were resolved within 24 hours.
- iii. Both of these statistics include Overdrive and other tickets placed after 8pm at night, on Sundays, and during other closed hours.
- iv. Also note that, based on discussions within resource sharing, no auto-response email to tech support emails was considered preferable at this time.

2. **New Year Technology Tasks**

1. **Update your technology inventory and other network documentation:** Each library should create/update an inventory of their computers, printers, passwords, and software licenses. A sample inventory can be found at: <http://it.midhudson.org/technology-resources/tech-documentation/>

2. **Check Domain Name Renewal:** If your library has purchased a domain name for your website, you should check with your registrar if it needs to be renewed in the coming year. If you need assistance with this, MHLS can check when your domain is coming for expiration. I will be sending out reminders for the domains I know about after January 1.

3. **Consider Computer/Equipment Replacement for Coming Year:** Mid-Hudson recommends that all libraries follow a five-year replacement schedule for their staff and public computers. Generally any new computer you might purchase would be acceptable, however we currently recommend:

- Windows 7 Professional Operating System
- Intel I Series (i3,i5,i7) Processor or AMD equivalent
- 4gb+ of RAM
- 100gb+ of Hard drive space

Here is MHLS standardized purchase order: <http://it.midhudson.org/it-operations/tech-purchase-form/>

Sierra/ILS

1. Offline Circ:

- i. As we enter the new year, I'd just like to remind everyone to review the offline circ procedure: <http://kb.midhudson.org/sierra-offline-procedures/>
- ii. Please note, it is not necessary to request approval to email us offline circ. As soon as you come back online, you may send these files for processing.

Cataloguing

1. Exemplar Searches:

- i. With the introduction of Encore, we have attempted to develop a process by which to measure, as best as possible, catalog quality. The ultimate purpose of this is to help inform potential catalog enhancement and process changes, to evaluate our ongoing success in maintaining the catalog, and to help prioritize corrective efforts as necessary.
- ii. To those ends and based on existing literature, we have created what we are calling 'exemplar searches' - replicable search formulas intended to capture the most likely or typical patron search terms likely placed against our catalog. By running those not just our catalog but others, we have created a comparison of the quality of our catalog+search (which aren't easily extracted from each other) to those of our chosen neighbors.
- iii. As an initial demonstration and to best open this process to public comment, we have provided the results of our most current exemplar searches results in the attached appendix.

Exemplar Searches (Formulas in red, specific searches run Decemer 31st italicized)**New York Times Bestsellers:****Hardcover fiction - Top 3 by title**

	Encore (MHLS)	Cuyahoga County Public Library	Westchester Library Sytem	Upper Hudson Library System	New York Public Library	Ramapo Catskill Library System
GRAY MOUNTAIN , by John Grisham	1	3*, 5	2**, 3	2	1**, 4	2**, 3
ALL THE LIGHT WE CANNOT SEE , by Anthony Doerr	1	4*, 5	1**, 3*, 5	1*, 5	1	1*, 3**, 5
REVIVAL , by Stephen King	1	2**, 3*, 5	12*, 13	14	13*, 20	4

Hardcover non-fiction - Top 3 by author

KILLING PATTON , by Bill O'Reilly and Martin Dugard	1	2**, 3*, 5	1*, 7	3	1**, 3*, 4	7
41, by George W. Bush	32	14**, 18*, 19	132	127	79**, 81*, 82	145*, 151
YES PLEASE , by Amy Poehler	2	5	2**, 10	2	1**, 5	4

Young adult - 'Also Selling' (#11, 12, & 13) by title

AN ABUNDANCE OF KATHERINES , by John Green	1	1**, 5	1**, 3	4**, 5	1**, 3	1**, 3
LET IT SNOW , by John Green, Maureen Johnson and Lauren Myracle	2	4**, 5	16	6**, 7	1	12
ELEANOR AND PARK , by Rainbow Rowell	1	1**, 4	1*, 3	1	3**, 5	3

E-book fiction - Top 3 by title

HARD LIMIT , by Meredith Wild	n/a	n/a	n/a	n/a	n/a	1
THE ESCAPE , by David Baldacci	1	4**, 11*, 12	8	43	18**, 42*, 47	10*, 12
ALL THE LIGHT WE CANNOT SEE , by Anthony Doerr	1	4*, 5	1**, 3*, 5	1*, 5	1	1*, 3**, 5

Children's series - Top 3 by author

DIARY OF A WIMPY KID , written and illustrated by Jeff Kinney	5	3**, 6	5	5	2**, 3	5
THE MAZE RUNNER , by James Dashner	1	1**, 13	3**, 23	1	4**, 10	2**, 8
RUSH REVERSE , by Rush Limbaugh with Kathryn Adams Limbaugh	1	2	1	1	2	1

Goodreads Choice Awards (Best books - previous year):**Best mystery & thriller - Top 3 by title**

MR. MERCEDES , by Stephen King	1	3*, 4	1**, 3*, 4	2*, 3	2	1**, 2*, 4
THE SILKWORM , by Robert Galbraith	1	1**, 4*, 5	2	2	1**, 3*, 4	1
THE THOUSAND DOLLAR TAN LINE , by Rob Thomas and Jennifer Graham	1	2	1	1	2	1

Best history & biography - Top 3 by subject

THE ROMANOV SISTERS , by Helen Rappaport (Princesses, Russia)	1	2**, 3	8	29**, 30	2**, 5	12
LIAR, TEMPRESS, SOLDIER, SPY , by Karen Abbot (Women, US Civil War)	1	1**, 2	n/a	7	6	n/a
JOSS WHEDON, THE BIOGRAPHY , by Amy Pascale, Nathon Fillion (Joss Whedon)	1	1	n/a	n/a	1**, 4	1

Best picture book - Top 3 by title

THE PIGEON NEEDS A BATH! , by Mo Willems	1	1	1	1	1	1
THE BOOK WITH NO PICTURES , by B.J. Novak	1	1	1	11	1	1
JULIA'S HOUSE FOR LOST CREATURES , by Ben Hatke	1	1**, 2	1	1	1	1

Best poetry - Top 3 by author

LULLABIES , by Lang Leav	1	n/a	n/a	n/a	n/a	n/a
POISONED APPLES , by Christine Heppermann	1	1**, 2	5	2	1**, 2	3
HIS DAY IS DONE , by Maya Angelou	68	18**, 24				

NPR Bestseller List:**Paperback fiction - Top 3 by title**

THE MARTIAN , by Andy Weir	1	1**, 2*, 3	1**, 13*, 14	2**, 4*, 5	1**, 3*, 5	2*, 3**, 4
THE STORIED LIFE OF A.J. FIKRY , by Gabrielle Zevin	1	2**, 4*, 5	1**, 3*, 4	1*, 2**, 5	1**, 4*, 5	1*, 2**, 3
GONE GIRL , by Gillian Flynn	1	1	1**, 3	5**, 6*, 7	3	1**, 4

Top must-reads for kids 9-14 -**Top 5 by title**

Watership Down , by Richard Adams	1	3	2	1	1	4
The Wolves of Willoughby Chase , by Joan Aiken	1	1	1	1	1	1
Little Women , by Louisa May Alcott	1	1**, 2	1	1	1**, 8	2
The Chronicles of Prydain series , by Lloyd Alexander	2	6**, 10	2	1	1	1

The Absolutely True Diary of a Part-Time Indian , by Sherman Alexie	1	1** ; 4	1	3	1** ; 2	3
Publishers Weekly:						
Top bio/autobiography - Top 3 by subject						
KILLING PATTON, by Bill O' Reilly [George S. Patton]	24	15**, 21	61*, 64	14, 16	57**, 69	38*, 42
YES PLEASE, by Amy Poehler	2	5	2**, 10	2	1**, 5	4
UNBROKEN, by Laura Hillenbrand [Louis Zamperini]	2	3** ; 4	3** ; 4	4	6** ; 10	6* ; 7
Top sci-fi - Top 3 by author						
THE PERIPHERAL, by William Gibson	1	2**, 3	4**, 24	16	24**, 26	2
THE MARTIAN, by Andy Weir	1	1**, 2*, 3	1**, 2*, 3	1*, 2	1**, 3*, 4	3*, 4**, 5
STATION ELEVEN, by Emily St John Mandel	1	1**, 3*, 5	1**, 6*, 17	6	1**, 4	1*, 3**, 5
Top cookbooks - Top 3 by title						
MAKE IT AHEAD: A BAREFOOT CONTESSA COOKBOOK, by Ina Garten	1	1**, 2	1	1	1**, 2	1
THE SKINNYTASTE COOKBOOK, by Gina Homolka	1	1**, 2	1**, 2	1**, 2	1**, 2	1
THUG KITCHEN, by Nick Hensley Wagner	1	1	1	1	1	1
Library Journal (Best books of previous year):						
Top ten - Top 3 by title						
AN UNTAMED STATE, by Roxane Gay	1	1	1	2	1**, 2	1
NO PLACE TO HIDE, by Glenn Greenwald	1	2**, 4	8	26	2	6
FIVE CAME BACK, by Mark Harris	1	1**, 3	3	1	1**, 2	2
American Library Association:						
Banned & challenged classics - Top 5 by title						
THE GREAT GATSBY, by F. Scott Fitzgerald	1	8* ; 9** ; 18	1	1	4	4
THE CATCHER IN THE RYE, by J.D. Salinger	1	1	2	3	2	2
THE GRAPES OF WRATH, by John Steinbeck	1	1** ; 2	1** ; 3	3	3	3
TO KILL A MOCKINGBIRD, by Harper Lee	9* ; 18	1* ; 2	2	14	9* ; 10	2
THE COLOR PURPLE, by Alice Walker	1	2** ; 9	1** ; 4	5	2** ; 4	3
Amazon.com:						
Hot new releases in books - Top 3 by title						
DUNGEON MASTER'S GUIDE (D&D Core Rulebook), by Wizards RPG Team	n/a	n/a	n/a	n/a	n/a	1
SONS OF ANARCHY, by Tara Bennett (Official Collector's Edition)	n/a	n/a	9	n/a	2	n/a
FULL FORCE AND EFFECT, by Mark Greaney	1	1**, 4*, 5	1**, 2	2	2**, 3*, 4	1*, 2
Best sellers of current year (so far) - Top 3 by title						
EVERYTHING I NEVER TOLD YOU, by Celeste Ng	1	1**, 4*, 5	1	2**, 3*, 4	1**, 3*, 4	1**, 2*, 3
ALL THE LIGHT WE CANNOT SEE, by Anthony Doerr	1	4*, 5	1**, 3*, 5	1*, 3**, 5	1**, 3	1*, 3**, 5
IN THE KINGDOM OF ICE, by Hampton Sides	1	2**, 3*, 5	1**, 2*, 4	2**, 5	1**, 4*, 5	1**, 3*, 4
Most wished for - Top 3 by title						
THE FOUR THINGS THAT MATTER MOST, by M.D. Ira Byock M.D.	1	1	1	1	1	n/a
DARCY AND ELIZABETH, by Brenda J Webb	1	1**, 2	1	1	1**, n/a	1
SEVEN-X, by Mike Wech and Robert Scott	n/a	n/a	n/a	n/a	n/a	n/a
Best sellers in literature & fiction - Top 5 by title						
ALL THE LIGHT WE CANNOT SEE, by Anthony Doerr	1	4*, 5	1**, 3*, 5	1*, 3**, 5	1**, 3	1*, 3**, 5
EVERYTHING I NEVER TOLD YOU, by Celeste Ng	1	1**, 4*, 5	1	2**, 3*, 4	1**, 3*, 4	1**, 2*, 3
REDEPLOYMENT, by Phil Kay	1	1** ; 2* ; 3	1	2	1** ; 3* ; 4	1* ; 2
LEAVING TIME, by Jodi Picoult	1	2**, 4*, 6	1**, 2	5** 7	1**, 3*, 6	2**, 3*, 4
STATION ELEVEN, by Emily St John Mandel	1	1**, 3*, 4	1**, 2*, 3	2**, 4	1**, 4*, 5	1**, 2
Best Sellers in Spanish - Top 5 by title						
Supercerebro by Deepak Chopra	n/a	n/a	1	n/a	1**, 2	n/a
Cinco novelas by Graham Greene	n/a	n/a	n/a	n/a	n/a	n/a
Trilogía de la Fundación by Isaac Asimov	n/a	n/a	n/a	n/a	n/a	n/a
El ladrón de céntimos by Christophe Paul	n/a	n/a	n/a	n/a	n/a	n/a
Los litigantes by John Grisham	n/a	n/a	1	n/a	1	1

[IMDB:](#)

[Top 250 - Top 5 by title](#)

The Shawshank Redemption	1	2	1	2	2	2
The Godfather	2	1	6	12	23	3
The Godfather: Part II	2	1	29	1	16	2
The Dark Knight	1	4	3	4	23	3
Pulp Fiction	1	1	2	5	7	1

[DVD Rentals: USA Weekly Top 20](#)

[Top 5 by title](#)

Teenage Mutant Ninja Turtles (2014)	1	9	1	n/a	3	30
Guardians of the Galaxy	1	9	8	18	7	2
Into the Storm	3	2	4	32	3	8
Let's Be Cops	1	1	2	1	1	1
If I Stay	2	6	4	19	3	5

* Result number for Large Print copy which precedes the standard Book version

** Result number for eBook preceding the standard Book version

With series, the result is always the highest listed book in the series:

Film results are based on the **DVD** edition.

The numbers afterward denote the ranking of the standard Book version.