

Consultant Reports
MHLS Directors Association
Meeting of Friday, December 4, 2015

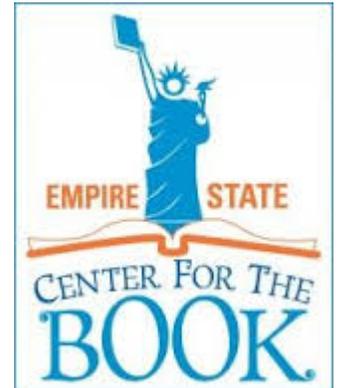
Merribeth Advocate, Assistant Director

1. 2015 Annual Reports

- a. Each library is required to do an annual report online. All 2015 reports should be fully submitted by the end of day on February 19.
- b. 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.
- c. Hands-on Annual Report Workshops, designed for new Directors (and anyone else at your library who is new to working on the annual report) but open to all, are being held on January 22, 25 & 26 at MHLS. Register through the MHLS online calendar.

2. Poughkeepsie Barnes & Noble Chooses 'Empire State Center for the Book' as Local Non-Profit Recipient

- a. Formerly known as the 'Books for Kids' program, books are collected through the Holiday Book Drive at B&N to put in the hands of children, with a special emphasis on youth that are disadvantaged. Last year over 6,000 books were collected.
- b. This year the books are being collected and sorted in the Mid-Hudson Library System Auditorium, and will be picked up by organizational representatives of public libraries, school libraries and social service organizations.
- c. If your library has a local project to put books in the hands of this target group, sign-up for one of the distribution dates: January 20, 21, 26, 27, 28 – registration is required through the MHLS online calendar.



3. 2016 Advisory Committee Representatives: Thank you to all counties for sending in your representatives for 2016. The updated chart is attached to this report.

4. Changes in SEAL: SENYLRC has announced that in 2016, SEAL (Southeastern Access to Libraries), will be revamped to use Master Key software by Index Data, making regional ILL easier. Libraries can borrow (and loan) materials among different library types (including college, school, RCLS public libraries) through the eight county area of Columbia, Greene, Ulster, Dutchess, Orange, Sullivan, Putnam and Rockland. There are no fees to use the service.

- a. Requesting will be via email, and further processing of requests will be handled by libraries' circulation systems.
- b. Training will begin in the New Year. The two systems will overlap until the current SEAL system is phased out mid-spring. SENYLRC training opportunities will include webinars, online tutorials and in-person classes.



Rebekkah Smith Aldrich, Coordinator for Library Sustainability

1. Tax Cap:

- For any library that has ever had a public vote on their tax levy, yes, even 414 libraries that did not have a vote this year, please remember to **submit the Tax Cap Online Form through the Office of the State Comptroller's web site**. The form is due sometime between when the form became available (mid-September) and prior to the adoption of your FY2016 budget. While unlikely given the low cap threshold this year, if you did not exceed the cap yet had passed a blanket override resolution remember to rescind the override resolution.
- A **recording of the MHLS Tax Cap Refresher webinar** is available in the Sustainable Funding area of the MHLS web site: <http://midhudson.org/topics/sustainable-libraries/sustainable-funding/>
- FYI: The New York State School Boards Association says the results of its informal poll suggests that **more districts might attempt to override the state's flexible tax cap next year due to low inflation that could reduce the allowable increase to zero percent**. The poll found that 38 percent of school board members would, in the event that the cap ends up being set at zero, consider asking voters to exceed the limit.

2. NYS Assembly Standing Committee on Libraries and Education Technology: Hearing on

Public Libraries: I attended the New York State Assembly Standing Committee on Libraries and Education Technology's Public Hearing held on November 6th at The New York Public Library. Eleven representatives from libraries and library systems, including myself, provided testimony as did three members of the public. The focus of the hearing concerned the impact the 2015-16 State budget and library aid trends has had on public libraries and library systems across New York State. The Committee was interested to hear about the programs and services libraries are providing in their local communities and how libraries are using collaboration and technology to better leverage their resources. The Committee also sought testimony to ascertain the future funding needs of our public libraries and the Public Library Construction Grant Program. Copies of the submitted testimonies and a video of the proceedings are available on the New York State Library's Division of Library Development (DLD) website: <http://www.nysl.nysed.gov/libdev/future/index>

3. Open Meetings Law: At the Trustee Essentials workshop sessions this fall there were more questions than we would have expected about Open Meetings Law, and specifically, Executive Session – both the appropriate use of and the procedural issues around Executive Session. We encourage all directors to review Open Meetings Law with their boards and ensure your board is in compliance. Two great resources for this are:

- *Library Board Meetings, Open Meetings and Executive Sessions* in the new edition of the Trustee Handbook:
<http://www.nysl.nysed.gov/libdev/trustees/handbook/index.html#BoardMeetings>
- NYS Committee on Open Government:

- i. Introductory videos, under 2 minutes each:
<http://www.dos.ny.gov/video/coog.html>
- ii. Advisory Opinion Index, get all your questions answered:
https://www.dos.ny.gov/coog/oml_listing/oindex.html

4. Friends Groups:

- **Results of the 2015 MHLS Friends Survey**
 - 41 active Friends Groups in MHLS
 - 68% report charging membership fees
 - Since 2008 [*All percentage increase data was based solely on libraries where we received data from both years to compare*]:
 - # of active members declined by 24%
 - Amount of funds donated to member libraries through Friends Groups increased by 51%
 - 25% increase in the number of groups using an annual appeal letter
 - 23% increase in the number of groups running a book sale
 - 66% increase in the number of groups running a craft/art sale
 - 50% increase in the number of groups running a raffle
 - Overall: 60% increase in the number of groups running special events
 - 75% increase in the number of Friends Groups with their own 501c3 status
 - Developmentally:
 - 31% reported a progression
 - 50% reported being at the same stage of development
 - 19% reported a regression
- **The next MHLS Friends Support Group meeting will be held on Thursday February 18th at the new Boardman Road Branch of the Poughkeepsie Public Library District.**
The PPLD Friends have offered to host this meeting in their new bookstore!

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.
6. In January each director will receive the **Member Library Information Update** request from MHLS Marketing & Programs Assistant Kerstin Cruger. This will arrive as a custom email directly to each director.

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.

IT/Technology Research, Programming, News

2. E-Rate Funding Year 2015 - December/January Tasks

A. Find your Free/Reduced Lunch Eligibility & Discount Percentage

- http://portal.nysed.gov/pls/cn_port/mel3_pkg.elig_enroll_query
- Fill in either County or District, select Claim Period October or November or December. Select School under Public.
- Find the school district that covers the location of your library and note the value under TOTAL.
- Match this value against the discount matrix:
<http://www.sl.universalservice.org/reference/dmatrix.asp>
- Rural/Urban is decided per county and is further explained here:
<http://www.usac.org/sl/applicants/step04/urban-rural.aspx>
- Currently, Ulster, Greene, and Columbia counties are considered RURAL
- Currently, Dutchess and Putnam counties are considered URBAN
- This discount percentage multiplied by the your telecom and/or internet expenses is the amount you may receive from the E-Rate program

B. If applying for Category 2 Funding (routers, switches, wireless access points and similar) Calculate your five-year pre-discount budget

- <http://www.fundsforlearning.com/stateinfo.php?apptype=LIB&state=NY>

C. Choose whether or not to proceed with E-rate application

- Phones are the easiest to apply for and remain eligible for funding 2014.
- Internet service reimbursement is also a priority 1 service and relatively easy to apply for but requires filtering

D. If proceeding, complete form 470. Perform these steps once for any Category 1 requests and then do a separate 470 for any Category 2 requests.

- a. Review deadlines

- b. <http://www.usac.org/sl/tools/deadlines/default.aspx>
- c. Fill out Form 470. Deadline is expected to be March 19th. Do it well before this!
- d. All forms can be found at: <http://www.sl.universalservice.org/menu.asp>
- e. If you would like direct assistance, please contact rdrake@midhudson.org and we can schedule a time to go through the application together (please assume 90 minutes).
- f. If you have individual questions, feel free to email me as well.
- g. Do not complete form

Form 470/471 Resources

- Further Instructions for form 470 can be at:
http://www.usac.org/_res/documents/sl/pdf/forms/470i.pdf
- If you do not know your entity number, you can search for it here:
http://www.sl.universalservice.org/Utilities/BilledEntitySearch_Public.asp
- If you do not know the SPN numbers of your telephone and internet providers, you can find that at:
http://www.sl.universalservice.org/Forms/SPIN_Contact_Search.asp

Other Resources

- E-Rate Listserv: <http://www.e-ratecentral.com/subscribe.asp>
- USAC Submit a Question -
www.slforms.universalservice.org/EMailResponse/EMail_Intro.aspx
- USAC Glossary and Acronyms:
http://www.usac.org/_res/documents/sl/pdf/handouts/SL-Glossary-of-Terms.pdf
- E-Rate Eligible Services List:
<http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>

3. 2016 Pricing for SAM Libraries

Renewal pricing will remain the same as 2014, but for new clients added in the prior year, the first year cost will be \$200.00 per client computer and \$150.00 for sign up or staff manager PCs. In second and subsequent years this will be charged the renewal rates of \$63.75 and \$30.00 respectively. For any questions contact rdrake@midhudson.org

Sierra/ILS

4. OSC Policy Around Printing Transactions

Besides Resource Sharing standards, libraries are also responsible for complying with the Office of the State Comptroller in regards to managing their accounting, inventory, and controls. For convenience we provide here a link to the controls as of 11/23/2015: <https://www.osc.state.ny.us/localgov/pubs/lgmg/practiceinternalcontrols.pdf>

From these controls we specifically note that:

1. All financial transactions with patrons should be accompanied by a printed receipt.
 2. All financial transaction between libraries, such as fines collected on behalf of another library and then sent along, should similarly include a printed receipt including the relevant items a charge has been incurred on and for which patron.
5. **Saved Searches & Exports:** There are a total of 100 spots available for saved exports and only slightly more available saved searches, both of which are nearly filled. MHLS will be attempting to audit both of these, but please review both lists and remove any unused lists noted as belong to your library. In the future, when saving either searches or exports please begin by naming them with your libraries three letter code. In addition to this, Mid-Hudson will also be adding some commonly used searches with the code RSS. Please review these for items like items in transit and expiring cardholders.
6. **Action Memo Reminder:** If you have not already done so, please make sure to submit your Days Closed and Sierra Username action memos as soon as you are able.
7. **Sierra Q&A Webinar**
- a. Automation Coordinator Thomas O’Connell will offer his usual lunchtime webinar of training and Q&A on Thursday, December 10th at noon. The topic will be using the 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.
 - 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.

Cataloguing

8. **Potential resource for picking Spanish Language Titles:** Each week Nielson lists the top 20 Spanish language titles in the U.S which can be found here:
<http://www.americareadsspanish.org/best-sellers/177-nielsen-us-top-20-spanish-titles.html>

MHLS Committee Membership 2016

		Columbia	Dutchess	Greene	Putnam	Ulster
ADVISORY COMMITTEES	Central Library / Collection Development	Emily Chameides '17	Casey Conlin '17 Daniela Pulice '19	Jake Widrick '19	Michele Capozzella '19	Margie Menard '17 Tracy Priest '19
	Continuing Education / Professional Development	Vicki Kurashige '17	Rhiannon Leo '17 Susan Totter '19	Candace Begley '19	Jen McCreery '17	Kara Lustiber '17 Brooke Dittmar '19
	Marketing	Jeanne Bogino '19	Sarah Potwin '17 Lorraine Rothman '19	Barbara Flach '19	Gillian Thorpe '17	John Georghiou '17 Jody Ford '19
	Resource Sharing	AnnaLee Giraldo '17	Stephanie Harrison '17 Julie Spann '19	Linda Deubert '19	Jeanne Buck '17	Katie Scott-Childress '17 Julie Kelsall-Dempsey '19
	System Services	Karen Garafalo '17 Julie DeLisle '19	Carol Fortier '17 Gloria Goverman '19	Debra Kamecke '17 Linda Deubert '19	Gina Loprinzo '17 Patti Haar '19	Frank Rees '17 Julie Kelsall-Dempsey '19
	Chairs of County Directors Groups	Julie DeLisle	Casey Conlin	Sue Ray	Carol Donick	Julie Dempsey