Merribeth Advocate, Assistant Director

1. **Lynda Pro (lynda.com) Licenses for Staff – Group buy deadline Sep 8:**
   a. Many of you know what a great resource your licenses through MHLS to Lynda Pro (lynda.com) has been to your library staff. It provides full unlimited access to over 4,800 courses and over 180,000 video tutorials (with more being added every week), taught by industry experts. Designed for all levels of learners, library staff can learn new business, creative and tech skills – anytime, anywhere by watching on a computer, phone, tablet or TV – and receive certificates of completion.

      i. The current subscription year ends on 12/18/2016. **If you are a current subscriber through MHLS, you need to let me know how many licenses you would like to renew**. At this point I specifically need to hear from Esopus, Patterson, Town of Ulster, Woodstock.

      ii. **If you are not a current subscriber, but would like to get in on this discounted group-buy, now is the time.**

   b. I need to hear from every library that will be subscribing with your commitment of the number of licenses you want, by Thursday September 8 through the online form at https://www.surveymonkey.com/r/LyndaProMHLS . The rate is $195 per license for the year (12/19/2016 - 12/18/2017). If purchased without the discount that we get through this project of the NY3R'S Association brought to you by MHLS, each license would cost you $419.88.

   c. Note that these are licenses that are dedicated to staff at your library, these are not licenses for patron use of Lynda.com. Licenses purchased through this model need to be assigned to individual staff in your library, one staff person per license.
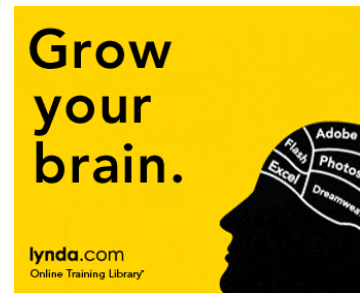
2. **Summer Reading Reports due Sep 12:**
   a. All MHLS member libraries are required to submit an online Summer Reading Program final report by September 12. It is available at https://www.surveymonkey.com/r/SRPFinalReport2016.
   b. Remember when filling out the report that **NYS considers any program that takes place during the summer months to be a "Summer Reading Program."** The report provides New York State with important data about public library summer reading programs, as well as collects information needed for member library Annual Reports. Questions about the report should be directed to Kerstin Cruger, kcruger@midhudson.org or 845.471.6060 ext. 250.

3. **Interlibrary Loan:**
   a. **Regional ILL**: SENYLRC has announced a new software and interface for Southeastern Access to Libraries (SEAL) regional ILL: SEAL 2.0., 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 SEAL. Training continues in the MHLS region – register at http://www.senylrc.org/upcoming-senylrc-ce . Whether you are already a SEAL ILL System participant or a library new to regional resource sharing, you are invited to participate. Questions? Contact Judy at judyf@senylrc.org.

      i.   Monday, Sep 19 from 1:00 pm-3:00 pm at Cairo Public Library
     ii.   Tuesday, Sep 27 from 10:00 am-12:00 pm at Hudson Area Library
    iii.   Wednesday, Oct 19 from 1:00 pm- 3:00 pm at Kent Public Library

  b. **MHLS ILL Services**: MHLS coordinates interlibrary loan services for members to borrow from nationwide collections, which help member library staff fill patron requests **for items that are not in Sierra or SEAL**. There is information (and an online request form) at http://midhudson.org/topics/resource-sharing/ill-requests/. Questions? You can always contact Tara (tstohr@midhudson.org or 845-471-6060 x 224) in the MHLS ILL department for help.

4. **Help Spread the Word - Encourage Parents to Read Aloud:**

  a. During March Read Aloud Month this past spring, a YouGov survey reported the discouraging news that fewer than half of parents (46%) read aloud to their children every day, and only 15% do so beginning at , the start of a period of rapid brain development when reading aloud is particularly beneficial. Read Aloud 15 MINUTES launched a 10-year National Campaign in 2013 that aims to make reading aloud for 15 minutes, starting from birth, the national caregiving standard in order to improve educational and social outcomes in the United States.

  b. Posters, parent handouts, bookmarks, activity sheets and web badges available at http://www.readaloud.org/downloads.html. More information at http://www.readaloud.org/.

5. **MHLS Online Calendar Functionality Updated:**

  a. All MHLS meetings and workshops are listed on the MHLS online calendar at http://mid-hudson.evanced.info/, as well as conferences and opportunities for library programming (like Library Card Sign-Up Month and Teen Tech Week). Some library staff were reporting problems when using tablets for registering for MHLS workshops – that has now been fixed by the vendor and the MHLS online calendar is Mobile Compatible.

6. **Digital Collection Access -** In support of MHLS Digital Collection Access efforts, which focus on access to shared digital collections for all member libraries:
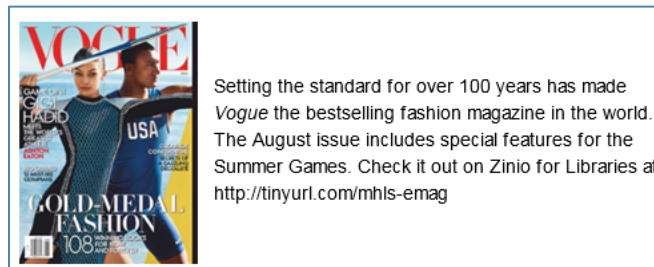
  a. **OverDrive eBooks & eAudiobooks:**

      i.   A reminder that at the Central Library/Collection Development Advisory Committee has been discussing funding for OverDrive, as the current model is not sustainable and a new model must be determined. Because the 2016 cost-share funds are almost depleted, we have not been able to follow the MHLS OverDrive Collection Development Guidelines regarding holds, which state that 'additional copies of titles will be purchased when the holds ratios are above 4.5'. The remaining funds have been proportioned out by week, and (as per the guidelines) are used to buy new titles from the NYT fiction bestseller list, and are applied as far as they stretch to reduce the holds que.

     ii.   Each month MHLS generated usage statistics by library are posted on midhudson.org under Topics (or get there directly at http://midhudson.org/topics/statistics-research/overdrive-usage-statistics-by-library/)

    iii.   There you will also see directions for some of the many reports you can run (for example: titles that patrons from your library are currently on the waiting list for). Note that **when a patron 'barcode' is shown in OverDrive Marketplace there are only 7 digits - this is because that is actually their**
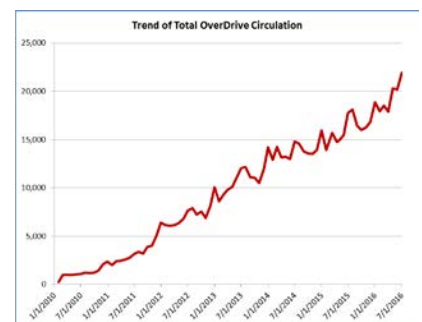
unique Sierra Patron Record Number, minus the check digit. So to find that patron in Sierra, search by .p, followed by the 7 digits with an 'a' added on the end for the check digit (example: p.1372127a).

    iv. Instructions for Searching, Selecting & Purchasing eBooks & eAudiobooks in OverDrive: http://midhudson.org/wp-content/uploads/2012/11/Selecting-and-Purchasing-instructions-updated-12_2015.pdf

    v. Instructions for How to Put Money on Account with OverDrive (at times you may want to put money on account with OverDrive, to spend on future purchases): http://midhudson.org/wp-content/uploads/2012/11/How-to-Put-Money-on-Account-with-OverDrive.pdf

  b. **'Zinio for Libraries' eMagazines:**

    i. Each month MHLS generated usage statistics, which are collected by library patron barcode range, are posted on midhudson.org under Topics (or get there directly at http://midhudson.org/topics/statistics-research/zino-usage-statistics-by-library/.)

    ii. There you will also see a listing of what are the most popular eMagazines system wide. Newly added Adirondack Explorer has already risen to the top 10! A reminder to individual libraries and counties that funded titles – you will be contacted this fall about what renewals you are choosing to fund.

    iii. If you would like more access to the statistics (to see eMagazines your patrons have checked out in a specific time period, or who are the new patrons from your library who have registered with Zinio in a specific time period) contact me to schedule a 20 minute training session on the Zinio admin interface. We can do this over the phone.

    iv. **Zinio covers provide a great Facebook opportunity!** You can use Facebook to highlight Zinio titles, including new additions and titles that tie in with current events, holidays, and seasons (example pictured below). Since the titles are available for simultaneous use, everyone who wants to read it can. Get the graphic of the current issue cover by going to the MHLS collection at http://tinyurl.com/mhls-emag, right-click on the cover you want, then save the image to your desktop.

Setting the standard for over 100 years has made *Vogue* the bestselling fashion magazine in the world. The August issue includes special features for the Summer Games. Check it out on Zinio for Libraries at http://tinyurl.com/mhls-emag

7. **Tip Sheets Developed by Member Libraries**: Thank you to the member libraries who participated in Family and Adult Literacy Library Services 2015/6 projects, for developing the following tip sheets, to share what worked for them:

  a. **Developing a Successful Partnership Project Between a Public Library and a Community Group/Agency**: http://tinyurl.com/mhlspartnershiptips

  b. **Developing Successful Interactive Inquiry-based Programming for Families:** http://tinyurl.com/mhlsprogrammingtips

  c. **Developing Public Library Partnerships, Programming & Services that will enhance workforce development and improve adult literacy on the job and in the home**: http://tinyurl.com/mhlsliteracytips

8. **Completion of Professional Development for Early Literacy Services:** Congratulations to the following libraries who had staff complete the ALA eCourse 'Creating Early Childhood Programs: Connecting with Literacy and Development', supported by funds from the New York State Library's Family Literacy Library Services Program.

- Brewster Public Library
- Chatham Public Library
- Olive Free Library Association
- Pawling Free Library
- Pleasant Valley Library
- Red Hook Public Library
- Stanford Free Library

Rebekkah Smith Aldrich, Coordinator for Library Sustainability

1. **Confirmed Amounts for FY2016-2017 Special Legislative Funds (Grants-in-aid) are attached** to this report. **Thank You Letter Template from NYLA**: https://www.nyla.org/max/userfiles/Advocacy/Bullet_Aid_Thank_You_Template-2016.doc

2. **Tax Cap:** The 2017 inflation factor for those with a January 1 – December 31 fiscal year has been announced by the Office of the State Comptroller. It is **0.68%.** This is the second year in a row it is below 1%.
   - This applies to all libraries that have ever had a public vote on their budget. Even if you aren't planning to hold a vote this year.
   - To calculate your library's cap amount: https://www.osc.state.ny.us/localgov/realprop/localgovernments.htm
   - Reminder: Libraries are considered "local governments" in the eyes of this law. As such, you must submit your form sometime between when the form becomes available (which it looks to be now) and prior to the adoption of your 2017 budget.
   - If needed, the language for an override resolution can be found here: http://www.nyla.org/images/nyla/files/Sample_Tax_Cap_Override_Resolution.pdf
   - A reminder that the tax cap form must be filed
     - between when the form becomes available and prior to adoption of your budget for libraries with a calendar fiscal year (Jan-Dec)
     - by March 1 for libraries with a school fiscal year (June-July)
   - A primer on the Tax Cap for libraries is available from MHLS at https://www.youtube.com/watch?v=-hJ2GjiZ2hA&feature=youtu.be

3. **Engage Webinar Series Available On Demand:** Community Engagement is *the* biggest trend in libraries today. To help member libraries learn more about what it is, how it's done and what it looks like in real life we have created a new webinar series available at your convenience through the supporting web page: http://midhudson.org/engage

   At this web page you will find five archived webinars:
   - **Community Engagement Works!** The kick-off webinar to the series presented by MHLS Coordinator for Library Sustainability, Rebekkah Smith Aldrich
   - **Phoenicia Rising**, an interview with Elizabeth Potter, director of the award-winning Phoenicia Library
   - **Democracy in Action**, a presentation by 2016 Library Journal Mover & Shaker, Erica Freudenberger, director of the award-winning Red Hook Public Library
   - **Outside the Library**, an interview with Julie Kelsall-Dempsey, director of the Highland Public Library and current President of the Ulster County Library Association

- **DIY Coding Program**, a presentation by Jen McCreery, Director, and Pam McClusky, Cybrarian, of the Desmond-Fish Library in Garrison

Coupled with these webinars are resources such as:

- Some of the best thinking in the profession about the future of libraries;
- Resources to help you "turn outwards" and engage with your community;
- Three excellent tools to help your library measure its impact on the community; and
- Examples of libraries from around the country who are recognized for their commitment to community engagement and the pursuit of innovation in library services

4. **Voter Registration:** Libraries are often involved in Voter Registration as both a civic service and as a savvy part of a library's own Get Out the Vote campaign. **September 27th is National Voter Registration Day.** Your library can sign up to be a partner organization, use graphics designed for the web and social media and more at http://nationalvoterregistrationday.org/

NYS Voter Registration Deadlines for the November 8, 2016 General Election:
MAIL REGISTRATION (N.Y. Election Law Section 5-210(3))
Applications must be postmarked no later than **October 14th** and received by a board of elections no later than **October 19th** to be eligible to vote in the General Election.

IN PERSON REGISTRATION (N.Y. Election Law Sections 5-210, 5-211, 5-212)
You may register at your local board of elections or any state agency participating in the National Voter Registration Act, on any business day throughout the year but, to be eligible to vote in the General Election, your application must be received no later than **October 14th**.

CHANGE OF ADDRESS (N.Y. Election Law Section 5-208(3))
Notices of change of address from registered voters received by **October 19th** by a county board of elections must be processed and entered in the records in time for the General Election.

Source: NYS Board of Elections, http://www.elections.ny.gov/VotingDeadlines.html

5. **Get Certified!** The New York Library Association's Sustainability Initiative is partnering with the Westchester Green Business Council and the New York State Energy & Research Development Authority (NYSERDA) to provide access to a tool that will help your library incorporate environmentally sustainable practices into operations and ultimately achieve certification as a Sustainable Library. An informational event to learn more will be held on **Wednesday, October 26, 2016 from 11:30 AM to 2:00 PM Montrose, NY at the Hendrick Hudson Free Library** - Westchester's first WGB-Certified library! At this event you will learn more about a pilot program launching in 2017 through NYLA to become certified as a Sustainable Library and to have your library's registration fee waived for the Westchester tool! To learn more and to register: http://www.eventbrite.com/e/green-business-roundtable-for-westchester-nys-

6. **Upcoming Workshops:**
   - **Planning for Program Success** with Janie Hermann of the Princeton Public Library: September 13th 10:00am – 12:30pm @Boardman Road Branch
   - **New Directors Roundtable**: Thursday, October 6th after the DA meeting
   - **The Inside and Outside of Evaluations** - How they impact planning, growth and funding webinar with Dr. Terry Kirchner: How to tie director and board evaluations with your library's vision and long range planning in order to produce meaningful results: Webinar October 12
   - **How to Deliver Great Library Customer Service** with Laurie Brown – group viewing of an ALA webinar with 3 locations to choose from on October 13 from 2:30-4:00pm:
     - Cairo Public Library
     - Desmond-Fish Library (Garrison)
     - MHLS Auditorium
   - **Essential Trustee Duties & Responsibilities**
     - Tuesday, October 18th from 10:15am-12:30pm @Germantown Library
     - Wednesday, October 19th from 5:30-8:00pm @MHLS Auditorium
     - Thursday, October 20th from 5:30 – 8:00pm @Heermance Memorial Library in Coxsackie
     - Saturday, October 22nd from 9:30 – 11:45am @Kingston Library
   - **Social Media Tune-Up:** Little Tweaks That Make a Difference Webinar with Sophie Brookover, Program Coordinator & Social Media Manager for LibraryLinkNJ Tuesday, December 6th from 10:00 – 11:30am online

Robert Drake, Technology Operations Manager

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.

2. **Requiring Library Cards or Identification**
   - Reminder that either a library card or photo ID should be presented when items are being checked out. There have been some recent concerns around items being placed on patrons accounts incorrectly. Also, because Collections Agencies are used within the system it's important items are correctly placed on the records of those taking the items out.
   - **Relevant Resource Sharing Language:**
     1. *Valid Card Required*
     2. *A. Circulation requires a valid library card, the only exception being a photo ID with address that matches the one in ILS ~ Approved by Directors Association 10/3/11*

3. **Home Library & OverDrive**
   - OverDrive supplies an error message "(0) There appears to be a problem with your library card") when a patrons home library adult, young adult, or children. The home library should only be the three letter home library and not include the collection.

4. **Library Elf**
   - MHLS has purchased a one year subscription to Library Elf Premium Service for all member libraries based on recommendations from the MHLS Resource Sharing Advisory Committee and MHLS Directors Association. Library Elf is an Internet-based tool for patrons used to keep track of items due, overdue, and ready for pickup. Users can keep track of one or more library accounts in one place and receive reminders (sometimes called pre-overdue or early notification) up to seven days in advance by email and text. We encourage all library staff members to familiarize themselves with this new service.
   - Staff should note the features available**.** Additional details can be found on the Elf FAQ at http://www.libraryelf.com/base/FAQ.aspx . For any questions or to have the Library Elf link added to your MHLS hosted website, please contact techsupport@midhudson.org**.** If your library website is hosted by MHLS, we will make this change on your behalf using either the attached default image or one you provide. For libraries hosted with MHLS, unless you choose to opt-out, a link to Library Elf will be made available on your website on September 10th, 2016.

5. **Syracuse Transition**
   - MHLS is working with III to move our Sierra install to the Syracuse data facility. Based on our testing, the latency is generally about 20% lower than at the existing hosting.
   - This transition is tentatively scheduled for the week of October 10th. Final date is being confirmed. 4-6 hours of downtime are expected however this would be after hours. The next morning libraries should generally not experience any issues, have additional files to download, or be required to reinstall Sierra however:
     1. Directions are reinstalling Sierra should be downloaded before the transition just in case.
     2. Any databases that use API authentication will have a new IP address. We will be contacting libraries individually as best as possible, but if you know you have an API authenticating database please note it will not work unless the vendor is supplied the new IP address.
     3. SAM Command PCs will not work until the new IP address is input into the system for authentication. We will be contacting each SAM Command PC library regarding this change. In most cases, we can make that change on your behalf the morning following the transition.

6. **Sierra 2.2**
   - Our Sierra system was recently upgraded to version 2.2. This upgrade was implemented to take advantage of some recent fixes in the software as well as gaining some new features for which we have been waiting:
     1. Next Generation Create Lists, which includes an Enhanced query builder
     2. Exporting feature in High-Demand Holds
     3. Patron Expiration date displayed (up to 15 days before expiration)
   - Version 2.3 has been released but is currently being evaluated. Based on the usual bug-fixing timeframe post release we expect to consider 2.3 early Q1 of next year.

- If you have any questions of comments about new Sierra features, please feel free to contact us at techsuport@midhudson.org

7. **'Sierra: Tips & Tricks**
   - This workshop will be held on Thursday, September 22 from 10:00pm – 12:00pm in the MHLS Auditorium *(105 Market St., Poughkeepsie 12601).* Register at http://mid-hudson.evanced.info/signup/EventDetails?EventId=11059
   - This session is targeted to library staff using Sierra for collection development or data entry of any kind. If you regularly log into Sierra, this workshop is for you.
   - This workshop will feature a panel of Sierra Aficionados ready to share some overlooked Sierra features that will help you with housekeeping, collection development, and increasing circulation. This workshop will focus on sharing knowledge and conversation. Share what works best and get new ideas from others who do what you do.
   - *Guest presenters Daniela Pulice (**Common Sierra Errors and How to Avoid/Fix Them**) from Pleasant Valley Library, Katie Scott-Childress (**High Demand Holds for Acquisitions**) from Olive Free Library, Pam McCluskey (**Using Create Lists to Find 'Missing' Books**) from Desmond-Fish Library. Facilitated by Thomas O'Connell, MHLS Automation Coordinator.*
   - Questions? Contact Thomas O'Connell | 845-471-6060 x221 | toconnell@midhudson.org

8. **Sierra Questions Webinar**
   - Automation Coordinator Thomas O'Connell will offer his usual lunchtime webinar of training and Q&A on September 29th at noon. The topic will be Updates to Create list Sierra 2.2! The session will take place via a GotoMeeting session and last about 45 minutes. There is a 15 person attendance limit, so register through our calendar at http://mid-hudson.evanced.info/signup/EventDetails?EventId=11074 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. This session is open to all member library staff members!

Special Legislative Funds/Grant-in-Aid to MHLS as Reported by Kristen M. Nunziato, Special Legislative Projects Coordinator, NYS Education Department	
Alice Curtis Desmond & Hamilton Fish Library	$ 6,000
Amenia Free Library	$ 4,000
Beekman Library	$ 2,500
Blodgett Memorail Library of Fishkill	$ 8,000
Brewster Public Library	$ 8,000
Cairo Public Library	$ 3,500
Catskill Public Library	$ 1,500
Canaan Branch of Chatham Public Library	$ 2,500
Chatham Public Library	$ 2,500
Claverack Library	$ 8,000
Clinton Community Library	$ 4,000
D.R.Evarts Public Library	$ 1,500
Dover Plains Library	$ 6,000
East Fishkill Community Library	$ 12,000
Elting Memorial Library	$ 5,000
Germantown Library	$ 2,500
Greenville Public Library	$ 1,500
Grinnel Public Library District	$ 8,000
Heermance Memorial Library	$ 1,500
Howland Public Library	$ 12,000
Hudson Area Association Library	$ 2,500
Hunter Public Library	$ 1,500
Hurley Library District	$ 1,500
Hyde Park Free Library	$ 10,000
Julia L. Butterfield Memorial Library	$ 4,000
Kent Public Library	$ 8,000
Kinderhook Memorial Library	$ 5,000
Kingston Library	$ 50,000
LaGrange Association Library	$ 10,000
Livingston Free Library	$ 2,500
Mahopac Public Library	$ 5,000
Marlboro Free Library	$ 10,000
Millbrook Free Library	$ 4,000
Sarah Hull Hallock Free Library (Milton)	$ 10,000
Morton Memorial Library	$ 3,500
Morton Memorial Library & Community House (Rhinecliff)	$ 8,000
Mountain Top Library	$ 1,500
New Lebanon Library	$ 12,500
North Chatham Free Library	$ 2,500
North East- Millerton Library	$ 3,000
Olive Free Library Association	$ 3,500

Patterson Library	$	5,000
Pawling Free Library	$	5,000
Philmont Public Library	$	8,000
Phoenicia Library	$	10,000
Pine Plains Free Library	$	4,000
Plattekill Public Library	$	10,000
Pleasant Valley Free Library	$	6,000
Poughkeepsie Library District	$	12,000
Putnam Valley Free Library	$	8,000
Red Hook Public Library	$	8,000
Reed Memorial Library	$	2,500
Roeliff Jansen Community Library Association	$	2,500
Rosendale Library	$	5,000
Saugerties Public Library	$	1,500
Staatsburg Library	$	3,000
Stanford Free Library	$	4,000
Starr Institute (Rhinebeck)	$	4,000
Stone Ridge Public Library	$	50,000
Tivoli Free Library	$	4,000
Town of Esopus Library	$	4,000
Town of Ulster Public Library	$	1,500
Valatie Free Library	$	2,500
West Hurley Public Library	$	1,500
Windham Public Library	$	1,500
Woodstock Public Library District	$	5,000
Total	$	427,500

Property Tax Cap Fiscal Years Beginning 2017

Important Dates

August 2016

When Will I Have My Form?

Local Government or School Fiscal Year	Form and Data Available
01/1/2017-12/31/2017	Early-Mid Sept 2016
03/1/2017-02/28/2018	Mid-Sept 2016
04/1/2017-03/31/2018	Mid-Oct 2016
06/1/2017-05/31/2018	Mid-Dec 2016
07/1/2017-06/30/2018	Mid-Jan 2017
08/1/2017-07/31/2018	Mid-Feb 2017
10/1/2017-09/30/2018	Mid-April 2017

When Do I Submit My Form?

Local governments must submit their forms sometime between when the form becomes available and prior to adoption of their budgets.

If there is a date by which a local government must adopt its budget (for example, most towns must adopt a budget by November 20th), it must submit a tax cap form prior to adoption.

School districts must submit their forms by March 1st.

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