<div align="center">**Consultant Reports**

MHLS Directors Association

Meeting of Friday, December 2, 2016

update on page 4 in red added 11/28/16</div>

Merribeth Advocate, Assistant Director

Administration

1. **2016 Annual Report for Public and Association Libraries**
   a. Each library is required to do an annual report online. All reports should be fully submitted by mid-February. The exact date has not yet been given to us by the state. When it is set I will post a message to the MHLS Directors Listserv.
   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 24-26 at MHLS from 10am-12pm. Register through the MHLS online calendar.
   d. At http://midhudson.org/topics/statistics-research/annual-report/ we are posting '**MHLS Tips for Member Libraries for Completing the 2016 Annual Report**'. There you will find some tips and information to help making the process of completing your 2016 annual report easier, regardless of how many times you have done the annual report. New tips will be added to this page as they are uncovered.
   e. MHLS will send each library an annual report packet of information including:
      i. Sierra data for answering the questions regarding Library Collection, Library Use and Library Transactions that use data contained in Sierra.
      ii. Financial info from the MHLS Business Office for funds that passed through MHLS.
      iii. Website count if your library website is managed by MHLS.
      iv. Wireless count if you have an Aerohive router.

Digital Collection Access

2. **OverDrive - Adult Fiction Holds at a High Level:**
   a. 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-statisticsby-library)
   b. There you will also see directions for some of the many reports you can run, including **'titles that patrons from your library are currently on the waiting list for'**. A reminder that adult fiction holds are building up to a high level, as currently, the MHLS OverDrive Collection Development Guidelines for the cost-share funds cannot be followed because it dictates a standard of new titles plus holds fulfillment that cannot be supported by the current funding. The remaining funds are being proportioned out by week in 2016, and (as per the guidelines) being used to buy new titles from the NYT fiction bestseller list, and applied as far as they stretch to reduce the fiction holds queue.
   c. At times you may want to put money on account with OverDrive, to spend on future purchases. You can do it yourself in OverDrive Marketplace. Instructions at http://midhudson.org/topics/statistics-research/overdrive-usage-statistics-by-library/

3. **Zinio Renewals and New Title Additions - Due December 16:**
   a. The MHLS eMagazine subscription renews on 1/1/2017 (collection at http://tinyurl.com/mhls-emag - powered by Zinio). County Chairs have received order forms to consolidate ordering by county. If libraries in your county would like to add, and fund, new Zinio titles in 2017, review the current listing of available titles and prices at http://tinyurl.com/Zinio-available and discuss your choices and options for funding with the other libraries in your county.
   b. 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)
   c. 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.
   d. **New app delayed to 1st quarter of 2017** - Note that the release of the new app to access the eMagazines has been moved from December to the 1st quarter of 2017. When available, patrons will be notified directly through their current Zinio for Libraries app to download the new RBdigital app.

4. **JobNow Provides Professional Resume Critiques**
   a. Patrons can upload their resume to JobNow for a professional critique at no cost – this is something that can easily cost $80 or more. Every member library has access to JobNow through their county eResources/HOME*ACCESS* page at http://midhudson.org/for-the-public/databases/.

5. **Mango Languages Provides English Courses for Non-English Speakers**
   a. In addition to learning foreign languages, patrons who are looking for English Courses for Non-English Speakers will find 'Learn English' courses in 21 native languages in Mango Languages that every member library has access to through their county eResources/HOME*ACCESS* page at http://midhudson.org/for-the-public/databases/.
   b. Just released are two new specialty courses: Business English for Spanish (Latin American) speakers and Business English for Chinese (Mandarin) speakers. Help your English language learning community learn the English skills they need to succeed in the business world. By mastering everything from business-related vocabulary to relevant grammatical structures and expressions, they'll be able to express themselves even in the most high-stakes professional situations. Every every member library has access to through their county eResources/HOME*ACCESS* page at http://midhudson.org/for-the-public/databases/.

   c. More than 50% of Mango use by member library patrons is through the Mango mobile app. More information at http://mangolanguages.com/company/support/mobile-apps.
   d. Free promotional materials at http://www.promotemango.com/RetailSite.asp

Correctional Facilities

6. **Weeding Paperbacks of Interest to Men, or Magazines?** If you are weeding keep in mind we are looking for the following for our correctional facility libraries. These donations are of great interest to our correctional facility

libraries. If you bring them to a MHLS meeting or workshop (please do not use the delivery for donations) we will be pleased to pass them on. Thank you in advance for giving your materials a second life and for helping to contribute to the literacy, information seeking and recreational reading of many people.

    a. Paperbacks of interest to men

    b. Magazines - back years are fine (general interest or scholarly journals are needed)

Youth Services

7. **Book Drive Distribution: Empire State Center for the Book:** Poughkeepsie Barnes & Noble Chooses 'Empire State Center for the Book' as Local Non-Profit Recipient:

    a. 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. This year the books are being collected and sorted in the MHLS Auditorium, and will be picked up by organizational representatives of public libraries, school libraries and social service organizations. If library has a local project to put books in the hands of this target group, sign-up for one of the distribution dates (1/18, 1/19, 1/24, 1/25, 1/26) through the [MHLS online calendar](#). Preregistration is required. Registration closes on 1/10.
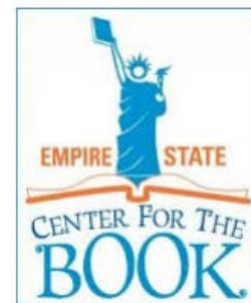
Early Literacy

8. **Strengthening Young Families through Early Literacy Practices workshop**– December 7 at MHLS & Dec 9 at Kingston Library

    a. National sources, as well as member library experience within our region, document the need for library staff to assist families with children from birth to school entry age in developing early literacy skills needed to succeed in the school years ahead, positioning the library as a vital community partner and hub for early learning in their community.

    b. Learning objectives for this workshop: Know the importance of early literacy and how it relates to library programming | Research based early literacy practices you can incorporate into your programming, include the framework of talking, singing, reading, writing and playing from the Every Child Ready to Read 2 initiative | Tips & techniques to enrich story times to involve parents/caregivers. Register through the [MHLS online calendar](#).

9. **MHLS Staff Certification Completed** - Merribeth Advocate and Kerstin Cruger from MHLS are now both Certified Trainers for the Read at New York Libraries Program, having completed the train-the-trainer program, covering all Foundational Components of the program. This initiative of the New York State Education Department is designed to improve and expand the availability of high quality public library early learning services in local communities across the State. Through this initiative, families and caregivers will be provided with the knowledge needed to prepare their young children for their school years ahead.

Awareness & Advocacy

10. **NY Summer Reading Program**

    a. **The Summer Reading Program manuals for 2017 are now available.** They have gone digital and are available **online only**. All member library staff involved with your library's Summer Reading Program now have online access to all four manuals (Childrens, Early Literacy, Teen, Adult) including clip art.

Login information was sent to the MHLS Alerts list on Nov 17. Please pass this message along to any staff member who works with the library's Summer Reading Program.

b. **Summer Reader Online Record Software – access ends December 31, 2017:** Since 2010, the NY State Library has offered statewide access to Summer Reader (an online summer reader registration tool developed by Evanced Solutions) to every public library as a component of "Summer Reading at New York Libraries" to be used by children, adults and teens. The state contract ends 12/31/17. DLD is currently discussing issuing an RFP to continue the offering, or using the funds for other means.

Rebekkah Smith Aldrich, Coordinator for Library Sustainability

Consulting & Development Services

1. **Injunction prevents new Overtime Rules from going into effect December 1, 2016**
   a. *"On November 22, 2016, U.S. District Court Judge Amos Mazzant granted an Emergency Motion for Preliminary Injunction and thereby enjoined the Department of Labor from implementing and enforcing the Overtime Final Rule on December 1, 2016. The case was heard in the United States District Court, Eastern District of Texas, Sherman Division (State of Nevada ET AL v. United States Department of Labor ET AL No: 4:16-CV-00731). The rule updated the standard salary level and provided a method to keep the salary level current to better effectuate Congress's intent to exempt bona fide white collar workers from overtime protections.*" Source: U.S. Department of Labor
   b. **It is currently postponed until January 20, 2017** but information from Shari Fallon, PHR, SHRM-CP, a compensation consultant at Cornell University, indicates that president-elect Trump may permanently delay it.
   c. For more information: https://www.dol.gov/featured/overtime
   d. Please note: **even though the Federal minimum has been delayed New York State is still increasing the salary thresholds for employees who are entitled to be paid overtime** if they are authorized to work more than 40 hour a week, effective December 31, 2016. This applies to library directors and managers as well. Below is a chart of the proposed increases:

Location	12/31/16	12/31/17	12/31/18	12/31/19	12/31/20	12/31/21
Greater New York State	$727.50 per week	$780.00 per week	$832.00 per week	$885.50 per week	$937.50 per week	

2. **New I-9 Form in 2017**
   a. The Office of Management and Budget (OMB) approved a revised Form I-9, Employment Eligibility Verification. Employers may continue using the current version of Form I-9 with a revision date of 03/08/2013 N until January 21, 2017. **After January 21, 2017, all previous versions of Form I-9 will be invalid.** Visit I-9 Central to learn more and access the new form: https://www.uscis.gov/i-9-central

1. **Reminder: Upcoming Minimum Wage Increases**
   a. General Minimum Wage Rage Schedule

12.31.16	12.31.17	12.31.18	12.31.19	12.31.20	2021
$9.70	$10.40	$11.10	$11.80	$12.50	*

* Annual increases for the rest of the state will continue until the rate reaches $15 minimum wage (and $10 tipped wage). Starting 2021, the annual increases will be published by the Commissioner of Labor on or before October 1. They will be based on percentage increases determined by the Director of the Division of Budget, based on economic indices, including the Consumer Price Index.

Source: http://www.labor.state.ny.us/workerprotection/laborstandards/workprot/minwage.shtm

2. As promised, Daniela Pulice, director of the Pleasant Valley Free Library, has shared **the language they use to give to a book donor which protects the library** should the donor be audited by the IRS:

   a. "This is to acknowledge with thanks the donation of the listed articles or goods to the _____ Library in the year 20__ for the purpose of adding to the collection or otherwise further the advance of services to our community. No goods or services have been exchanged for this donation. Valuations of Gifts in Kind are the privilege and responsibility of the donor. As the total value of this gift is less than $500 with no single item claimed at more than $250, there is no need to itemize. Once again, thank you so much for thinking of our library."

Awareness & Advocacy

3. **Get ready for the 2017 NYS Advocacy Season!**

   a. MHLS invites your library to join our ***Real People. Real Dollars.*** advocacy campaign in 2017. Thanks to the libraries that piloted this program last year we created a strong advocacy piece to use through member library social media channels and with legislators on Advocacy Day. Details will be provided to all library directors in January.

   b. **Save the Date: Wednesday, March 1st is NYLA Advocacy Day in Albany**

   c. **NYS Legislators in the MHLS region**
      i. We saw limited turnover in representation in our region. Just one district will see a new legislator starting in January: 94th District (Assembly) will be represented by Kevin Byrne (R) starting in January. This impacts:

      - Brewster Public Library
      - Reed Memorial Library
      - Mahopac Public Library
      - Patterson Library
      - Putnam Valley Free Library

4. **I have been named as the chair of the New York Library Association's Legislative Committee.**

   a. "The Legislative Committee serves to represent each of NYLA's constituent groups for the research, monitoring and support or opposition to legislative (including laws, rulings, ordinances, or legal decisions) and funding issues that impact New York's library community, at the local, state and national level."

Construction

5. **It's never too early to start thinking about your facility plans for the coming year.** Towards the end of the first quarter of 2017 you will be asked to report on your construction needs and your plan to apply for the next

round of construction grants, if the funds are approved in the 2017 NYS Budget. Two items you will want to have in hand by then are:

    a. Prioritized, board-approved facility plan. (Sample outline can be found here http://midhudson.org/wp-content/uploads/2013/04/Facility-Plan-Outline.docx)

    b. NYSERDA Energy Audit. More information can be found here: https://www.nyserda.ny.gov/All-Programs/Programs/Small-Commercial-Energy-Assessments

Professional Development & Training

6. **2017 New Directors Roundtable Dates**
   a. Wednesday, April 5 after the DA meeting
   b. Wednesday, September 6 after the DA meeting

7. **2017 MHLS Leadership Circle Dates**
   a. Friday, May 5 after the DA meeting
   b. Tuesday, October 3 after the DA meeting

Robert Drake, Technology Operations Manager

Technology Operations Overview

1. **Ticket System for All Requests, and KnowledgeBase for Sierra Guides and Reports**
   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. KB.midhudson.org is our repository for sierra guides and recorded webinars on topics such as create list and monthly reporting. We also provide updated reports on expiring patrons, items with miscataloged prices, and overdrive statistics. The KnowledgeBase is password protected. If you have any trouble accessing it please contact the email above.

2. **2015 Annual Report Datasheets Available**
   a. This is much later than in prior years due to delays receiving approved data from the state. We apologize for the late publication, however 2015 Annual Reports can now be found on our website at: http://midhudson.org/topics/statistics-research/annual-report/

Integrated Library System & Cataloging

3. **REMINDER: Days Closed Action Memos**
   a. To facilitate our data entry, we have changed our days closed action memo to a digital form. Before November 18th, 2016 at 4pm please submit your days closed at the following form: http://kb.midhudson.org/days-closed-2017/

4. **Sierra Questions Webinar**
   a. Automation Coordinator Thomas O'Connell will offer his usual lunchtime webinar of training and Q&A on December 21st at noon. The topic will be **web management reports**. The session will take place via

a GotoMeeting session and last about 45 minutes. There is a 15 person attendance limit, and pre-registration is required through the [MHLS online calendar](). Log-in information for the webinar will be sent to your email address in advance of the event.

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!

5. **New User Webinars Beginning February**

a. As part of the action plan for the next five years, we will running monthly Circ Essentials webinars once a month beginning February 2017. These are intended to introduce basic circ desk activities and relevant system policy to new staff. A recorded version will be made available as well for your use on-demand. Going forward we encourage you to have new staff attend these webinars shortly after hire. Look for the first date and time to be in the February DA packet.

6. **Staff Renewal Override Report**

a. Based on the Resource Sharing Standards committee meeting on 11/17/2016 every February and August MHLS will provide report of the that have been renewed over four times sorted by check out location for the purpose of reviewing potential abuse of renewal overrides.

Coordinated IT Services

7. **E-Rate**

a. We are once again entering the e-rate application window.

b. An overview of the process can be found here: http://midhudson.org/topics/resource-sharing/technology-operations/e-rate

c. Please note that internet filtering and an internet security policy are required for e-rate reimbursement. E-ratecentral provides a checklist that can be reviewed around meeting these requirements: http://e-ratecentral.com/CIPA/cipa_checklist.pdf

d. If you have any questions about these feel free to contact rdrake@midhudson.org