

RAMAPO CATSKILL LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING
NOVEMBER 17, 2008

EXECUTIVE DIRECTOR'S REPORT

WATER DAMAGE INSURANCE CLAIM

On September 24, 2008 the Judge ordered the two insurance companies to sit down with the lawyer representing RCLS and negotiate a settlement. Based on our instructions about the minimum amount we would accept as a settlement offer, our lawyer informed us that the insurance companies agreed to pay RCLS \$70,000 each for a total of \$140,000. Our claim was for \$155,000; however, we did not pay the contractor's last invoice, which totaled just under \$14,000.

The settlement offer is essentially what we requested, less the unpaid invoice and is the best that we could get. As directed by the RCLS Board, I consulted with Stephen L. Oppenheim, RCLS Board President, prior to accepting the offer.

We have signed all the required documents and are now waiting to receive the settlement funds. After deducting legal fees from the total settlement we will have recovered \$50,000 of our claimed losses.

SOLAR PHOTOVOLTAIC PROJECT

The solar photovoltaic system became fully operational on October 22. On October 29 Orange and Rockland replaced our electric meter with one that will allow our system to feed back to the electric grid any surplus electric power we generate. This would result in the meter rolling backward to record the upload. I do not anticipate that we will be uploading surplus electric power often, but it is possible that we will occasionally do so during the summer months, especially when our office is closed on weekends and holidays.

RCLS CONSTRUCTION PROJECT

The Planning Board approved the site plan for the parking lot expansion, although there are a couple of details Fellenzer Engineering must work out with the McGoey, Hauser and Edsall Consulting Engineers who represent the Town of Wallkill.

RCLS REVISED BYLAWS

A copy of the RCLS Bylaws was mailed to all trustees on October 29th. According to our current Bylaws the Board is able to vote on the amended Bylaws at the November 17 Board meeting.

UPDATE ON THE APPLICATION FOR 501(C)(3)

The Regents approved our charter amendment and we have received a copy of the revised Charter. Brenda Adams will be able to dedicate time to working on the application for 501(c)(3) status in the next couple of weeks, until we reach year end closing, the December E-rate filing and the annual audit. Based on directions from the Advocacy and Fundraising Committee I provided the Committee a draft of Part VIII - Your Specific Activities of Form 1023 Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.

2009 BUDGET

Brenda Adams and I are working on the 2009 ANSER Capital Budget and will be sending out a report in the December Board packet. Brenda is also updating the Operating Budget based on the latest information about healthcare and other benefit costs. The final draft of the 2009 Operating Budget will be included in the December Board packet.

DISCOVERY LAYER FOR THE ONLINE CATALOG

The Directors Association approved (30 yes 2 no) the ANSER Committee recommendation to acquire and install AquaBrowser as a discovery layer to enhance the online catalog. The ANSER Committee recommendation included subscriptions for MyDiscoveries, LibraryThing, SerialsSolutions 360 Federated Search and SyndeticSolutions ICE.

AquaBrowser is a library catalog search tool, which overlays the ILS catalog, to offer library users an interface which improves searches results by using associations, context and spelling alternatives and links with third party subscriptions to further enhance searching capability.

AquaBrowser was designed based on research about people's Web searching behavior. Three major findings form the core of the AquaBrowser software – people tend to use one or two terms when searching for information, will rarely follow search results if it takes more than three mouse clicks and will generally only look at the first 10 items in the list of results.

The developers of AquaBrowser also looked at the way popular Web sites are designed, sites such as Google, Amazon and other shopping sites such as L.L. Bean. These sites have very a single search box and are designed around search algorithms which use previous user experience and results to find requested information.

The additional subscriptions we will acquire are listed below with a brief description of each

MyDiscoveries and LibraryThing

MyDiscoveries is a social networking tool which allows the library user to contribute their own knowledge and opinions on library materials and services. Users can tag items with their own subject headings, add ratings and add reviews of materials.

LibraryThing includes more than 17 million tags and 2 million ratings on over 13 million books. This resource allows us to pre-populate MyDiscoveries, so that users can benefit from the information added by thousands of library users around the world.

SerialsSolutions 360 Federated Search

This is a federated search service which provides library users a simple and intuitive starting point for research. It is capable of searching your library's entire e-resource collection (electronic databases, preselected Web sites and digital materials) at once—including the local catalog

Syndetics ICE

Syndetics ICE (Indexed Content Enrichment) offers several content enrichment tools.

Fiction Profiles provides access to over 195,000 profiles of fiction and short-story collections (with over 12,000 new works added annually). The profiles contain a broad range of searchable headings for each title, including:

- * Genre and Sub-genre
- * Major and Ancillary Topics
- * Main Characters and their Distinguishing Attributes
- * Geographic and Non-geographic Settings
- * Time Periods
- * Awards
- * Series/Sequel information
- * Author Notes
- * Plot Summaries
- * Special Notes

Biography Profiles provides access to over 9,200 biographies, autobiographies, and memoirs (with over 2,000 new profiles added annually). The profiles contain a broad range of searchable headings for each title, including:

- * Sub-genre
- * Biographer's Name and Background (i.e., Birthplace, Birth/Death Dates, Ethnicity, etc.)
- * Occupation
- * Achievements
- * Topical References
- * Time Periods
- * Geographic References
- * Awards and Honors
- * Author Notes

Title Link groups multiple ISBNs and different formats of same title into a single record in search results.

Customized Fiction Connection provides library users with a readers' advisory function customized to the holdings of the RCLS union catalog. The user is provided suggestions for books to read based on a book title they have read and enjoyed.

Searchable Summaries and Annotations allows library users to search more than 2 million summaries and annotations (with about 5,000 added each week), derived from book jackets, edited publisher copy, or independently written annotations from Book News, Inc. This tool covers fiction, non-fiction, and both trade and scholarly titles.

Searchable Tables of Content (TOC) allows library users to search more than 990,000 tables of contents (with about 1,600 TOCs added each week). The TOCs cover a wide spectrum of publications from popular self-help books to conference proceedings.

The Directors Association approved the ANSER Committee's recommendation to subscribe to a three-year term for AquaBrowser, MyDiscoveries, LibraryThing, Serials Solutions 369 and Syndetics ICE. The cost for all three years will be covered by funds from the ANSER Unallocated Fund Balance. The proposed cost for the full three years was \$245,103.13. The Unallocated Fund Balance is projected to be \$570,250 as of December 31, 2008.

I have been in touch with all of the vendors and negotiated a reduction in cost based on paying the full three costs at one time. As a result, the actual cost will be \$235,669.69.

I anticipate that all the contractual issues will be resolved by the end of November and I will be able to provide the Board a timeline for implementation.

I can provide the Board a short demonstration of AquaBrowser at the Board meeting.

DIRECT ACCESS

The Directors Association, at its September 24th meeting, approved a recommendation of the Direct Access Committee to permit the Haverstraw King's Daughters Library to impose borrowing restrictions on library cardholders at the Rose Memorial Library (Stony Point) and the Finkelstein Memorial Library (Spring Valley).

The RCLS Direct Access Plan 2007 – 2011 defines excessive borrowing as follows:

Excessive out of chartered/contracted service area borrowing occurs when a net 10% or more of an individual library's circulation is by residents of other RCLS member libraries and/or a net 5% or more of that circulation is attributable to patrons from a single member library, and the pattern of use has continued for six months or more.

The Direct Access Committee reviewed Haverstraw's written request at its September 5th meeting. The Committee agreed that the direct access borrowing statistics show that excessive net borrowing has been taking place. Finkelstein cardholders borrowed a net of 23,445 items (13.887% of Haverstraw's circulation) and Rose Memorial cardholders borrowed a net of 17,272 items (10.231% of Haverstraw's circulation) through the first 6 months of 2008.

At the Direct Access Committee, Joanne Sininsky reported that she had discussed the excessive use problem with the directors of both affected libraries. I strongly encouraged as much communication and discussion as possible amongst the three (3) library Boards prior to

implementing any restrictions. The Committee reviewed the Commissioner's Regulation 90.3 and the RCLS Direct Access Plan regarding restrictions before making the following motions:

Motion #1:

Upon approval of the Haverstraw King's Daughters Public Library Board, implement a policy to restrict Direct Access to Finkelstein and Rose Memorial cardholders as allowed per Commissioner's Regulations 90.3, d, 2, ii and iii; specifically: borrowing of print materials newer than one year and use of audiovisual materials will not be allowed. (Approved unanimously.)

Motion #2:

Upon approval of the Haverstraw King's Daughters Public Library Board, follow the process as detailed in Commissioner's Regulations 90.3, d, 3, requesting approval of the Commissioner to limit Finkelstein and Rose Memorial Library cardholders to a total of 10 Haverstraw items borrowed. (Approved unanimously.) These motions were brought to the Directors Association at their September 24th meeting.

Under the RCLS Direct Access Plan any actions approved by the Directors Association must be approved by the RCLS Board of Trustees prior to implementation. Below are relevant excerpts from Regulations of the Commissioner of Education 90.3. The first excerpt relates to motion 1 above, while second relates to motion 2 above.

(2) Subject to the approval of the majority of the member libraries, certain modifications to unrestricted direct access as described in subparagraphs (ii) and (iii) of this paragraph may be made without the approval of the commissioner. An approved plan of service must describe the conditions under which such modifications will be implemented. If such conditions change, the public library system shall submit an amendment of the plan of service to the department in a format and according to a timetable established by the commissioner. The plan shall describe the conditions under which registered member libraries:

(ii) may place restrictions upon the loan of library resources. Such restrictions shall be limited to nonprint materials and equipment, and printed materials less than one year old, including fiction and nonfiction books and periodicals. Such materials must have been purchased from local funds.

(iii) may place restrictions upon attendance at library programs. If attendance must be limited, local residents may be given first access to them. Such programs must have been supported entirely from local funds.

(3) Subject first to the approval of the majority of the member libraries, and then to the approval of the commissioner, certain additional modifications to unrestricted direct access may be made for individual member libraries beyond those described in paragraph (2) of this subdivision. Such requests from individual libraries, once approved by the majority of the member libraries according to the procedures outlined in subparagraph (iii) of paragraph (1) of this subdivision, shall be submitted by the public library system to the commissioner for approval in a format and according to a timetable determined by the commissioner. The system board of trustees shall not unreasonably delay consideration of transmission of a member library's request to the commissioner. No such request will be approved if it includes a fee or charge to an individual for

a borrower's card. The request for approval of additional modifications to unrestricted direct access shall be in writing and shall include, but is not limited to, the following:

(i) documentation of the serious inequities and hardships affecting the resident borrowers of the member library making the request;

(ii) the proposed modifications to unrestricted direct access that will be implemented and a description of the anticipated impact on resident and non-resident borrowers;

(iii) a proposed timeframe within which such modifications will be in effect; and

(iv) recommendations for remedying the underlying inequity with a proposed timetable for action.

RECOMMENDATION: The Board approves a resolution to allow the Haverstraw King's Daughters Public Library to prohibit Direct Access borrowing, after January 1, 2009, by Finkelstein and Rose Memorial cardholders of print materials which are less than one year old and all audio-visual materials.

The Board approves a resolution to allow the Haverstraw King's Daughters Public Library to restrict Direct Access borrowing, after January 1, 2009, and upon receipt of approval from the Commissioner of Education, by Finkelstein and Rose Memorial Library cardholders to a total of 10 Haverstraw items.

If the Board approves the resolutions above, the Haverstraw King's Daughters Public Library could implement the action outlined in the first resolution as of January 1, 2009. Implementation of the second resolution will require the approval of the Commissioner of Education. I will prepare a letter to the Commissioner requesting that he approve the limitations outlined in the second resolution. Attached to that letter will be a report prepared by Joanne Sininsky addressing the elements outlined in 90.3, 3 i to iv above.

DIRECTOR'S MEETINGS AND OTHER ACTIVITIES

September 16 Set up Orange County Chamber of Commerce EXPO booth – New Windsor

September 17 Orange County Chamber of Commerce EXPO booth – New Windsor

Town of Wallkill Planning Board hearing – Town of Wallkill

September 23 RCLS Managers meeting – headquarters

September 24 Directors Associations meeting – headquarters

September 25 NYLA Council meeting – Albany

September 29 Meeting with Chuck McMorran, Director New City Library – New City

Meeting with Jessica Maisano, Director Piermont Library District – Piermont

September 30

and October 1 Rosh Hashanah

October 2 Grievance meeting with Keith Scott – headquarters

October 3 Innovative Interfaces Inc. Encore webinar – headquarters

October 7 Directors Association Executive Committee meeting – headquarters

Grievance meeting with Keith Scott – headquarters

October 9 Yom Kippur

October 10

and 11 Foundation Center Training with Dan Hulse – New York City

October 13 Columbus Day – office closed

October 14 System Services meeting – Chester

October 15 NYLA Intellectual Freedom Committee conference call – headquarters

October 16 Outreach Council meeting – headquarters

October 17 RCLS Annual Meeting at the Eagles Nest – Bloomingburg

October 18 Lucile H. Holt Garden Dedication – Spring Valley

October 20 Meeting with Josh Cohen, Executive Director Mid-Hudson Library System – New Paltz

- October 21 Orange County Chamber of Commerce Elected Officials Reception – Montgomery
- October 22 Sullivan County Chamber of Commerce Power Breakfast with Senator Bonacic – Rock Hill
- October 25 Grand Opening of new Gardiner Library building – Gardiner
- October 26 Alice Golar Garden Dedication and Dinner – Spring Valley
- October 28 RCLS Managers meeting – headquarters
- October 29 Directors Association meeting – headquarters
- October 30 Meeting with Joan Carvajal, Director Greenwood Lake Library – Greenwood Lake
- Farewell Luncheon for Virginia Pappandrea, Director Rose Memorial Library – Suffern
- October 31 Orange Chamber of Commerce Breakfast meeting – New Windsor
- November 5
to 8 NYLA Conference – Saratoga Springs
- November 10 Advocacy and Fundraising Committee meeting – headquarters
- November 11 Veteran’s Day – office closed
- November 12 RCLS Orientation – headquarters
- November 17 ANSER Committee meeting – headquarters
- Upcoming meetings and events
- November 19 RCLS Managers meeting – headquarters
- November 27
and 28 Thanksgiving – office closed
- December 1 Directors Association Executive Committee meeting – headquarters
- December 4 Library Journal Design Institute – Hartford CT