



## Director's Report January 2020

**Workflows:** The migration to iTiva is complete and we are operational with phone notification in English and Spanish. Staff is working on an update to the most current version of Enterprise. SD has done the prep work and we are waiting for a date for SD to do the update. We anticipate little to no down time.

We have received the report from SD that will allow us to produce email notices in HTML format. I have some samples to show you. Staff is finalizing testing the report and it should be available shortly.

We have several libraries that have agreed to test Blue Cloud Circulation and Christy is working on setting that up.

**Email:** A draft eMail policy is attached. Please review and comment. I would like to bring it to the Board for approval next month.


**Insurance:** I conducted an assessment of our general liability insurance this month with our agen Bill Vowteras. Overall he feel we are in good shape. We made one small change, adding a rider to provide additional coverage that would apply if a staff member were to have a car accident while on LMxAC business. This adds only about \$12 a year to our premium. In May/June we will review our Officers and Directors liability policy (it renews this summer).

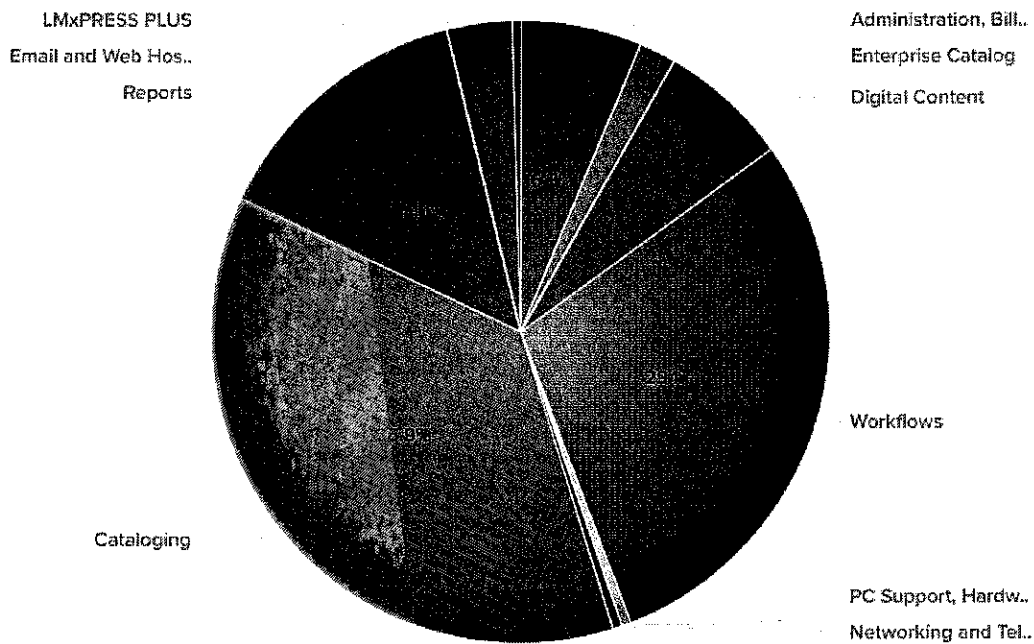
**Accounting:** We are ready to begin migration to QuickBooks. This matter is covered further in our agenda under New Business.

**Strategic Planning:** We are nearing the end of the information gathering phase of the Piscataway strategic plan. I hope to be finished with this project in late February/early March. I have been notified by Plainfield that their Board has approved using our strategic planning services so we will be starting on that project once Piscataway is complete.











**Confidentiality Workshops:** Over the last several months I have conducted confidentiality workshops for East Brunswick, Plainsboro, and South River. I have one scheduled for February in South Plainfield.

**Activity Report:**

Monthly Ticket Reprt (206) 



**Department Name**

-  Administration, Billing and Purchases (13)  Enterprise Catalog (4)  Digital Content (14)
-  Workflows (60)  PC Support, Hardware and Software (1)  Networking and Telecom Support (1)
-  Cataloging (76)  Reports (29)  Email and Web Hosting (7)  LMxPRESS PLUS (1)

Other measures of activity include:

**Consortium Statistics December:**

New items added	15263
Bib records added by LMxAC	0
New bib records added	3707
New user records added	3024
Brief records upgraded to full MARC	112
Duplicate records merged	307
API reports and transactions	6
Authority records added	0
Authority records modified	0
RBdigital Mag new users/checkouts	35/3558
SMS Hold/Overdue/bill notices	2757/1115/--
App Usage –new devices/uses	419/10510

Respectfully Submitted,

Eileen M. Palmer  
Executive Director

# LMxAC eMail Policy

LMxAC provides eMail accounts at no charge to LMxAC employees and employees of its Member libraries. Upon request of a Member library LMxAC may also provide such an account to library trustees.

Member libraries that make use of LMxAC's eMail service are expected to have their own eMail policy and that policy is expected to be consistent with the LMxAC eMail Policy.

## Scope

This policy applies to all LMxAC and Member library employees and trustees who are assigned (or given access to) an LMxAC eMail account. This eMail may be assigned to an individual (e.g. [employeename@lmxac.org](mailto:employeename@lmxac.org)) or department (e.g. [circstaff@lmxac.org](mailto:circstaff@lmxac.org)).

## Inappropriate use of LMxAC eMail Account

When using an LMxAC email address you agree that you will NOT knowingly:

- Sign up for illegal, unreliable, disreputable or suspect websites and services.
- Send unauthorized marketing content or solicitation eMails.
- Send insulting or discriminatory messages and content.
- Intentionally spam other people's eMails, including their coworkers.

LMxAC has the right to monitor and/or archive all LMxAC eMails.

## Appropriate use of LMxAC eMail

Employees are allowed to use their LMxAC eMail for work-related purposes without limitations. For example, employees can use their eMail to:

- Communicate with current or prospective patrons and employees of other libraries, vendors or library organizations.
- Log in to purchased software they have legitimate access to.
- Give their eMail address to people they meet at conferences, career fairs or other library events.
- Sign up for newsletters, platforms and other online services that will help them with their jobs or professional growth.

- Each user is responsible for maintaining the confidentiality of his or her username and password.

Use of eMail accounts for illegal purposes or inclusion of obscene, abusive, profane, embarrassing, discriminatory, threatening or harassing materials in email is strictly prohibited. Such use will result in immediate termination of the account and referral to the library's administration. The email system should not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-work-related solicitations. eMail accounts provided are not repositories for archival purposes. Library staff are responsible for following local data retention and archival policies.

There is no assumption of personal privacy for eMail accounts.

## **Personal use**

### **eMail security**

eMail is often the medium of hacker attacks, confidentiality breaches, viruses and other malware.

Those with LMxAC eMail accounts are required to:

- Select strong passwords with at least eight characters (capital and lower-case letters, symbols and numbers) without using personal information (e.g. birthdays.)
- Remember passwords instead of writing them down and keep them secret.
- Change eMail passwords regularly.

Also, account holders should always be vigilant to catch eMails that carry malware or phishing attempts. We expect account holders to:

- Avoid opening attachments and clicking on links when content is not adequately explained (e.g. "Watch this video, it's amazing.") Be suspicious of clickbait titles.
- Check eMail and names of unknown senders to ensure they are legitimate.
- Look for inconsistencies or style red flags (e.g. grammar mistakes, capital letters, excessive number of exclamation marks.)