

MHLS Report to Member Library Directors – July 2017

The format of this report is based on the MHLS service priorities as determined by MHLS stakeholders.

1. Delivery Services

A. Revised Delivery Stops Schedule: July 1

The revised delivery schedule, as approved by the Directors Association (DA) in June 2017, is effective July 1. As decided by the DA in October 2015, the MHLS delivery stop model is based on volume. A report on the 3-year average of delivery volume is available at:

<http://da.midhudson.org/wp-content/uploads/2014/01/Delivery-Services-with-3-Year-Averages-2014-2016.pdf>

2. Integrated Library System Services

A. Sierra Release upgrade to 3.1

- i. Completed Thursday June 29th, 2017.
- ii. Web Management Reports no longer require Java (!!!)
- iii. Performance improvements for exporting review files especially for databases with high numbers of linked records
- iv. Performance improvements for exporting records from Data Exchange especially for databases with high numbers of linked records
- v. Performance improvements for keyword searching in Encore especially for databases with high numbers of linked records
- vi. 3.1 New Sierra holdshelf architecture: Provides increased stability and data integrity.
- vii. 3.1 Create Lists supports searching for items by hold On Holdshelf and Pickup By dates.
- viii. 3.1 The maximum number of entries for the Branches Table has been increased from 3600 to 10,000.

B. Encore Release Upgrade to 4.6

- i. Completed Thursday June 29th, 2017.
- ii. Meets new PCI compliance standards. There is no expected interruption of the Ecommerce service, which enables patrons to pay their fines and fees online using a credit card.
- iii. Facets have been redesigned with checkboxes allowing users to select multiple terms within a facet to filter their search results.
- iv. Controls to re-order facets, including EBSCO Discovery Service (EDS) facets.
- v. Accessibility use: In alignment with the Web Content Accessibility Guidelines (WCAG) and Section 508, improvements have been made to font colors, labels, tabs, and behaviors for screen readers.
- vi. Notifications to patrons of upcoming card expiration

- C. 'Cancel all' button from Patron Account now removed but available to configure**
Sierra Licenses: We are awaiting the installation of 10 additional licenses by Innovative. There was a delay in receiving a formal quote in the amount previously quoted and approved.

3. Cataloging Services

- A. Lost/Paid" suppression:** The cataloguing department will be suppressing all item records that have been at the status of 'Lost & Paid' 'Discard,' or 'Claims Returned' for more than three months on July 14th. If you want to run any report for data based on the Update field, you will want to run your reports before we update these records.
- B. Cataloging backlog reaches a new Low, which is a new high!** Nina Acosta and Courtney Wimmers proudly report that the backlog of records that were waiting to be created is reducing. It currently is at the lowest in more than 5 years.

4. Coordinated Services (IT)

A. Aerohive Routers Project: Year 2

- i. Contacting Year 2 libraries June 20-30
- ii. We hope to have year 2 sites installed by the end of August 2017
- iii. Group order at a reduced rate for AP230 model available (same price /much better model) \$800/unit includes MHLS setup and delivery for plug and play self-install.

5. Professional Development & Continuing Education

A. Financial Topics Survey: As part of the Phase II Action Plan we are surveying directors as to the topics related to finances and fiduciary responsibility that they would like to learn more about to help shape future continuing education opportunities (like the full day course in December noted below). Please help us help you by responding to the survey that went out June 22 and is due July 14.

B. New MHLS Trustee Education Series Launching Fall 2017! Merribeth and Rebekkah have been working to design a new Trustee Education Series using the statewide-approved Helping All Trustees Succeed (HATS) Curriculum. We are pleased to announce a new spin on a trustee orientation session, called Trustee Essentials and a new intermediate-level course on financial and fiduciary responsibilities coming up in September. Registration is now open at <http://calendar.midhudson.org> An e-message will go out to all member library trustees along with a targeted letter to board presidents to encourage them help their peers on the board connect with these educational opportunities that will aid them in feeling more confident and comfortable with their role on the board.

C. Save the Date! Monday, December 11th: Full day course on budgeting and financial management FOR DIRECTORS, the #1 requested topic by member library directors! This course is taught by NYLA Leadership & Management Academy instructors Tom Lawrence of the Poughkeepsie Public Library District and Lauren Moore, Executive Director of the Pioneer Library System. This course highlights fundamental skills required for effective budgeting and financial management. The curriculum will include: budgeting basics; interpreting monthly financial statements; developing a budget; community based planning; budget modifications; audits; budge votes; tax cap issues; and capital finance.

D. Upcoming Workshops. For more information: <http://calendar.midhudson.org>

- **Construction Grant Application Technical Assistance Workshops:**

- i. Monday, July 17th | 1:30-3:30pm
- ii. Tuesday, July 18th | 10:00am-12:00pm

- **2017 Engage! Webinar Series, August**

- i. Featured speakers will cover topics such as cultivating a strong relationship with your school district; using the Community Conversation method from ALA's Libraries Transform Communities program to gather community input for a long-range plan; and community-wide deployment of Little Free Libraries.

- **Leadership Circle with Evelyn Neale** – Two-part series on Change Management

- i. Part 2 – October 3: Managing Unknown Change

- **Roundtable for New Directors**, September 6 after the DA meeting

- **Friends Support Group: Fundraising Idea Exchange**, October 5th, 5:30-7:30pm

- i. Event will include a panel to talk about unique fundraising ideas:

1. Road Ramble Scavenger Hunt, Staatsburg Library
2. Raffle Calendar, Julia L. Butterfield Memorial Library
3. Dine Out for the Library, Roeliff Jansen Community Library

- **Budgeting & Financial Management**, December 11 (full day course)

6. Consulting & Development Services

A. Essential Documents Inventory Action Memo: The week of July 10th each member library director will receive a custom MHLS Essential Documents Inventory Checklist of those essential documents (bylaws, long-range plans (including facility plans) and policies) that we have on file for each library.

- i. Please send us board approved items that **currently do not have a checkmark**
- ii. Please send us any items you have updated **that do have a checkmark**
 - a) You can submit these either by email (kcruger@midhudson.org) or via the delivery box to the attention of Kerstin Cruger.
 - b) If you would like assistance in prioritizing what to work on next of those items your library currently does not have, I'm here to help.
 - c) The results of this activity will help to shape future consulting and continuing education opportunities in the area of policies and planning.

B. Prevailing Wage for Building Services & Public Libraries: As a result of last month's DA discussion about cleaning your library it seemed a good time to remind directors of public libraries (municipal, school district public libraries and special district public libraries) that "building services" fall under Article 9, Section 230 of the New York State Labor Law.

"The Labor Law requires public work contractors and subcontractors to pay a service employee under a contract for building service work for a public agency, a wage of not less than the prevailing wage and supplements (fringe benefits) in the locality for the craft, trade, or occupation of the service employee. Such a public work building service contract must be in excess of one thousand five hundred dollars (\$1,500.00).

Building service employee includes, but is not limited, to watchman, guard, building cleaner, porter, janitor, gardener, groundskeeper, stationary fireman, elevator operator and starter, fire safety director, window cleaner, and occupations relating to the collection of garbage or refuse, and to the transportation of office furniture and equipment, and to the transportation and delivery of fossil fuel but does not include clerical, sales, professional, technician and related occupations." Source: NYS Department of Labor

For more information: <https://labor.ny.gov/workerprotection/publicwork/PWart9FAQ2.shtm>

C. Property Tax Cap Inflation and Allowable Levy Growth Factors for 2018 are predicted to come out in mid-July.

- i. For new directors:
 - a) Property Tax Cap Introductory webinar is available through MHLS: <https://www.youtube.com/watch?v=-hJ2GjiZ2hA&feature=youtu.be>
 - b) Contact me for a copy of answers to Frequently Asked Questions
- ii. Sample Override Resolution Language (NYLA):
https://www.nyla.org/images/nyla/files/Sample_Tax_Cap_Override_Resolution.pdf

7. Cooperative Collection Development Services & Digital Collection Access

A. Metered E-Book Titles Deletion – August 1

- i. As per the DA, on June 15 a total of 1,244 metered access titles with zero checkouts left or zero days left were weeded from the OverDrive collection, their bibliographic records suppressed in Sierra and existing holds on those titles were cancelled. Any patron notification of holds cancelled is the responsibility of the local library – patrons directing questions on this to MHLS Tech Support are told to contact their library. A reminder that MHLS will run this process again on or after the first of each month, starting August 1.
- ii. Note that **titles that have been weeded cannot be repurchased unless they are unweeded**. If you encounter this (you will see that the 'Add to Cart' button will be

missing, and it will say 'Weeded') contact madvocate@midhudson.org to unweed the title.

B. New one-Tap OverDrive App is now live

- i. Libby is a new mobile app from OverDrive that is designed to get people reading as quickly and seamlessly as possible. Launched in June, Libby is the recommended app for 1st time users. Designed for ease of use, Libby eliminates the need for format selection (uses OverDrive Read and OverDrive Listen) and contains new features that make the digital library fresh and fun. Libby can be used in place of, or in addition to, the OverDrive app. You can install Libby from the Google Play or the Apple App Store.
- ii. Marketing Kit: <https://resources.overdrive.com/meet-libby/#marketingKit>
- iii. Pre-recorded training: <http://resources.overdrive.com/library/staff-training>

C. E-Magazines – Patrons being notified to upgrade to new app – July 10

- i. All MHLS member libraries have access to E-Magazines through Recorded Books - RBdigital is the new name (previously known as Zinio) and the vendor has provided a new app. Starting on July 10, patrons who have the 'Zinio for Libraries' app installed on their device will receive a notification within the current Zinio for Libraries app alerting them to the availability of the new RBdigital app and giving them the option to download it. Information about this was sent to each library through the MHLS Notices E-mail list on July 6 including training information and a Marketing Kit.

8. Awareness & Advocacy Services

A. Public Awareness Campaign for E-Resources

MHLS has sent a Consumer Reports promotion to 60,740 library patrons. As approved in the MHLS Action Plan, a public awareness pilot project is providing three (3) themed email messages (one for summer/fall/winter) promoting Consumer Reports. These messages are being sent to library patrons from libraries that have opted in to the project and who have patron records with: (a) email addresses and (b) "YES" in the e-contact field.

B. Bullet Aid

- i. Senate Bullet Aid: The end of the legislative session brought good news for MHLS member libraries. The Senate passed a bill authorizing Special Legislative Grants (aka Bullet Aid) to member libraries totaling \$390,000:

Senator George Amedore

<u>D.R. Evarts Public Library</u>	<u>\$3,000</u>
<u>Cairo Public Library</u>	<u>\$3,000</u>
<u>Catskill Public Library</u>	<u>\$3,000</u>
<u>Heermance Memorial Library</u>	<u>\$3,000</u>
<u>Town of Esopus Library</u>	<u>\$3,000</u>
<u>Greenville Public Library</u>	<u>\$3,000</u>
<u>Highland Public Library</u>	<u>\$3,000</u>
<u>Hunter Public Library</u>	<u>\$3,000</u>
<u>Hurley Library District</u>	<u>\$3,000</u>
<u>Kingston Library</u>	<u>\$3,000</u>
<u>Saugerties Public Library</u>	<u>\$3,000</u>
<u>Stone Ridge Public Library</u>	<u>\$3,000</u>
<u>Mountain Top Library</u>	<u>\$3,000</u>
<u>Town of Ulster Public Library</u>	<u>\$3,000</u>
<u>West Hurley Public Library</u>	<u>\$5,000</u>
<u>Windham Public Library</u>	<u>\$3,000</u>
<u>Woodstock Public Library District</u>	<u>\$5,000</u>

Senator John J. Bonacic

<u>Elting Memorial Library</u>	<u>\$3,000</u>
<u>Rosendale Public Library</u>	<u>\$3,000</u>

Senator William J. Larkin

<u>Marlboro Free Library</u>	<u>\$10,000</u>
<u>Sarah Hull Hallock Free Library</u>	<u>\$12,000</u>
<u>Plattekill Public Library</u>	<u>\$10,000</u>

Senator Kathleen Marchione

<u>Chatham Public Library</u>	<u>\$3,000</u>
<u>Canaan Branch, Chatham Public Library</u>	<u>\$3,000</u>
<u>Claverack Library</u>	<u>\$3,000</u>
<u>Germantown Library</u>	<u>\$3,000</u>
<u>Hudson Area Association Library</u>	<u>\$3,000</u>
<u>Kinderhook Memorial Library</u>	<u>\$3,000</u>
<u>Livingston Free Library</u>	<u>\$3,000</u>
<u>New Lebanon Library</u>	<u>\$15,500</u>
<u>North Chatham Free Library</u>	<u>\$3,000</u>
<u>Philmont Public Library</u>	<u>\$3,000</u>
<u>Roeliff Jansen Community Library</u>	<u>\$3,000</u>
<u>Valatie Free Library</u>	<u>\$20,000</u>

Senator Terrence Murphy

<u>Beekman Library</u>	<u>\$2,500</u>
<u>Brewster Public Library</u>	<u>\$2,500</u>
<u>Mahopac Public Library</u>	<u>\$5,000</u>
<u>Patterson Library</u>	<u>\$5,000</u>
<u>Pawling Free Library</u>	<u>\$5,000</u>
<u>Reed Memorial Library</u>	<u>\$2,500</u>

Senator Susan Serino

<u>Amenia Free Library</u>	<u>\$6,000</u>
<u>Howland Public Library</u>	<u>\$13,500</u>
<u>Clinton Community Library</u>	<u>\$6,000</u>
<u>Julia L. Butterfield Memorial Library</u>	<u>\$6,000</u>
<u>Dover Plains Library</u>	<u>\$7,500</u>
<u>East Fishkill Public Library District</u>	<u>\$13,500</u>
<u>Blodgett Memorial Library</u>	<u>\$9,500</u>
<u>Desmond- Fish Library</u>	<u>\$7,500</u>
<u>Hyde Park Library District</u>	<u>\$11,500</u>
<u>Kent Public Library</u>	<u>\$9,500</u>
<u>LaGrange Association Library</u>	<u>\$11,500</u>
<u>Millbrook Library</u>	<u>\$5,500</u>
<u>NorthEast- Millerton Library</u>	<u>\$5,000</u>
<u>Pine Plains Free Library</u>	<u>\$6,000</u>
<u>Pleasant Valley Free Library</u>	<u>\$7,500</u>
<u>Poughkeepsie Public Library District</u>	<u>\$13,500</u>
<u>Putnam Valley Free Library</u>	<u>\$9,500</u>
<u>Red Hook Public Library</u>	<u>\$9,500</u>
<u>Morton Mem Lib & Com House</u>	<u>\$9,500</u>

<u>Staatsburg Library</u>	<u>\$5,000</u>
<u>Starr Library</u>	<u>\$6,000</u>
<u>Stanford Free Library</u>	<u>\$6,000</u>
<u>Tivoli Free Library</u>	<u>\$5,500</u>
<u>Grinnell Public Library District</u>	<u>\$9,500</u>

Senator James L. Seward

<u>Olive Free Library Association</u>	<u>\$3,000</u>
<u>Phoenicia Library</u>	<u>\$3,000</u>
<u>Morton Memorial Library</u>	<u>\$3,000</u>

The New York Library Association has provided a **template thank you letter** to help you acknowledge the award and express your thanks on behalf of your community:

<http://bit.ly/2toMz3g>

C. Federal Funding Update:

- i. A new **Corporate Committee for Library Investment** [<https://www.fundlibraries.com/>], co-conceived by the American Library Association and Gale/Cengage, has been formed to advocate for libraries and their economic impact; launched with 25 companies, [CCLI membership](#) stands at 95 including 3 national trade associations representing industry sectors including technology.
- ii. Coming Soon: **Campaign to reauthorize LSTA through Museum and Library Services Act** will be forthcoming shortly once related legislation is introduced. Over the next weeks and months, we will need every member to be involved, to make calls, to send emails, and to bring others into advocating for library funding. Stay tuned!

9. Interlibrary Loan Services

10. Construction Program Services

A. State Aid for Public Library Construction Program

- i. Grants for the 2016-2019 State Aid cycle have been announced:
 - a) Brewster Public Library: \$107,835
Addition to the lower level of the library and installation of new ADA compliant ramp
 - b) Claverack Library: \$88,793
Continued work to expand library into former firehouse next door.
 - c) Desmond-Fish Library (Garrison): \$48,361
Waterproofing for the lower level and elevator tower
 - d) Highland Public Library: \$81,653
Heat system for new library facility
 - e) Hudson Area Library: \$5,259
Interior renovations in the Local History Room and administrative areas
 - f) Hyde Park Library District: \$33,672
Installation of stair lift and energy conservation projects
 - g) Kingston Library: \$66,168
Creation of a teen space, renovation of the entry lobby, improved computer area
 - h) Marlboro Free Library: \$22,512
Increase in energy conservation, accessibility at entryways

- i) Millbrook Library: \$58,795
Creation of a consolidated public computer area, a Teen Room and two Study/Tutor Rooms
- j) Elting Memorial Library (New Paltz): \$5,810
Interior renovations
- k) Morton Memorial Library and Community House (Rhinecliff): \$2,500
Upgrade of the handicap ramp handrail
- l) Stanford Free Library: \$136,061
Site preparation for a new library building
- m) Mid-Hudson Library System: \$71,297
Window replacement for the MHLS Auditorium; replacement of condenser and air circulation unit for the office building
- ii. The Construction Grant application portal for 2017-2020 is now open.
- iii. The following libraries have **indicated an intent to apply** this year through the 2017 MHLS Action Memo:
 - a) Amenia Free Library
 - b) Claverack Free Library
 - c) D.R. Evarts Library (Athens)
 - d) Desmond/Fish Library
 - e) Highland Public Library
 - f) Hudson Area Association Library
 - g) Julia L. Butterfield Memorial Library
 - h) Kinderhook Memorial Library
 - i) Kingston Area Library
 - j) Marlboro Free Library
 - k) Olive Free Library Association
 - l) Pine Plains Free Library
 - m) Red Hook Public Library
 - n) Reed Memorial Library
 - o) Stanford Free Library
 - p) Stone Ridge Library
 - q) Town of Ulster Public Library
- iv. Technical Assistance workshops have been scheduled and registration is **open to all on the list above in item**
 - a. These workshops will be held at MHLS using laptops so that each applicant can get a head start and one-on-one help with their application:
 - 1) Monday, July 17th | 1:30-3:30pm
 - 2) Tuesday, July 18th | 10:00am-12:00pm
- v. **Please note:** communication about application procedures from this point forward in the grant cycle are sent directly to those libraries listed above.
- vi. For general program information related to the State Aid for Public Library Construction, **MHLS Funding Priorities and an overview of the timeline of the grant** please view the recorded webinar, "Introduction to the State Aid for Public Library Construction Grant Program," found here: <http://midhudson.org/nysconstructiongrant/>
- vii. **Application deadline:** Friday, August 4th, 2017

11. Communications Among Member Libraries

A. Mileage Grant Deadline: July 15

July 15 is the first 2017 deadline to take advantage of the MHLS Member Library Mileage Equalization Grant Program. Reimbursement is contingent on member libraries providing their staff reimbursement at the IRS rate for travel to attend training or to participate in meetings sponsored by and located at MHLS headquarters in Poughkeepsie. For more information and to access the claim form directors should visit <http://da.midhudson.org/>

B. MHLS e-Communications to Member Libraries

As recommended by the SSAC, MHLS has established:

- i. An Alerts List to distribute MHLS original information alerting MHLS member libraries of a pressing problem or concern regarding member libraries and/or MHLS operations, which may require immediate attention and/or action.
- ii. A Notice List to distribute MHLS original information notifying MHLS member libraries of an action(s) to be taken and/or preparation to be made and/or information to be shared which may not require immediate action or attention.
- iii. Library directors are on both lists. Library directors determine if they wish for any additional members of their staff to be on either or both lists.

12. Coordinated Outreach Services

A. MHLS Outreach Mini Grant Program 2017 – applications due August 11

- i. NYS Outreach Categorical Aid funds, received from the NYS Library Division of Library Development, will be used to fund mini-grants of up to \$2,000 per member library to develop programs and services to attract and connect to outreach target populations and form relevant community partnerships at the local level. Applications, Mini-Grant Information and Requirements available at <https://tinyurl.com/MHLSOutreach-2017>
 - a) Outreach target populations [as defined in Education Law §273 (1) (h) (1)] are those who are educationally disadvantaged, members of ethnic or minority groups in need of special library services, unemployed, blind, physically disabled, have developmental or learning disabilities, or who are aged or confined in institutions.

13. Early Literacy & Youth Services

A. MHLS Early Literacy Cohort Project

- i. **Congratulations to Beekman, Butterfield/Coldspring, Clinton, Hudson, Marlboro, Mountain Top, NorthEast-Millerton, Patterson, Plattekill and PPLD** who will each be receiving \$800 with funds from the New York State Library's Family Literacy Library Services grant program, for early literacy materials for the provision of early literacy programs in their library, as part of their participation in the 2016-2017 MHLS Early Literacy Cohort Project. In addition, these libraries each received over \$500 of professional materials as well as training in all of the elements of the Ready to Read at New York Libraries: Early Childhood Public Library Staff Development Program.
- ii. **MHLS Early Literacy** efforts focus on training for member library staff in support of making their library a vital community partner and early learning hub in their community. In early 2018, a 2018-2019 MHLS Early Literacy Cohort Project will begin with a new group of libraries. Participants will receive support and resources to implement early literacy related services in their library. This is a great opportunity if your library would like to really work on building its capacity, as part of your library's long range/strategic planning, to provide early literacy services in your community based

on best practices. Additional information and **applications will be available in December 2017**. Limited to 12 libraries, the Cohort will run from January 2018 – June 2019.

B. Summer Reading Final Reports – due September 11

- 1) A draft of the questions for the **2017 Summer Reading Program [SRP] Final Report** was sent to each library through the MHLS Notices E-mail List on June 27. Please note the Division of Library Development have not released the final questions yet. If there are additions or changes to these questions we will notify you as soon as possible. Access to the online report form will be made available at the end of July. All reports will be due by September 11.
- 2) The Summer Reading Program final report contains information needed for member library Annual Reports as well as to provide New York State [NYS] with important data about public library summer reading programs. All Mid-Hudson Library System [MHLS] member libraries are required to submit an online Summer Reading Program final report. One report per library. If you have a branch library all information for both buildings should be included in one report. Reminder: NYS considers any program that takes place during the summer months to be summer programming. Questions about the report should be directed to Kerstin Cruger, kruger@midhudson.org or 845.471.6060 ext. 250.

14. Adult Literacy Services

15. Cooperative Efforts with Other Library Systems

A. Fall Into Books 19th Annual Children's & Teen Literature Conference – early bird discount deadline July 29

- 1) The 19th annual Fall Into Books Conference Annual Children's & Teen Literature Conference being held on October 25 at the Best Western Plus Kingston Hotel and Conference Center. Information and registration at <http://midhudson.org/fall-into-books>
- 2) Held annually, Fall Into Books brings together school and public librarians from eight counties within the Hudson Valley for a day of literacy, discussion, networking and insight. This collaborative event (sponsored by MHLS, RCLS, SENYLRC and the following BOCES School Library Systems: Dutchess, Orange-Ulster, Rockland, Sullivan, Ulster) features book discussion sessions (ranging from picture books to young adult), Keynote Speaker Christopher Wyble, Professional Development Coordinator for [GLSEN Hudson Valley](#), author presentation from [Kwame Alexander](#), a book sale and a buffet lunch. This conference provides an excellent opportunity for attendees to engage in collaborative discussions on children's and teen literature.

16. Correctional Facilities Services

17. Administration