

## MHLS REPORT TO MEMBER LIBRARY DIRECTORS - APRIL 2018

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

### 1 DELIVERY SERVICES (TOM S)

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#### 1.1 ITEM 1

- a. Delivery operations staff visited the Hyde Park Library and the Highland Library to meet with each library director and review site specific delivery issues.

#### 1.2 ITEM 2

- a. Tom Finnigan, Delivery Operations Manager, provided five (5) new directors orientation sessions.

### 2 INTEGRATED LIBRARY SYSTEM & CATALOGING SERVICES (LAURIE)

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#### 2.1 SIERRA UPGRADE TO 3.4 SCHEDULED 4/10

- b. Hold request at Pickup location before transferring to other locations.
- c. Sierra offline circulation – same as Millennium offline circ.

#### 2.2 ENCORE TO 4.7 SCHEDULED 4/17

- a. Performance improvements for large libraries with complex request rules to reduce memory consumption and response times.
- b. Significant reduction in facet load times when the Series facet is enabled.
- c. Improvements to Suites caching to improve response times
- d. Encore Suites for beta partners

#### 2.3 IUG

- a. Laurie, Thomas, Nina (who won a Kline scholarship) will attend The Innovative Users Group annual conference in Orlando Florida from 4/23-4/27. Nina is a presenter at the conference, as well!

#### 2.4 BAKER & TAYLOR TITLESOURCE WEBINAR MAY 7, 11AM

- a. B&T and MHLS cataloging will present the TS3 subscription advantage over the conventional ordering method. Even if you have no interest in ordering from B&T or are happy with the

order only access, this will provide insight of what the process looks like with B&T and other vendors like Brodart, Ingram and Midwest. The webinar will be available for registration on the MHLS Calendar.

## 2.5 SAVED SEARCHES

- a. In both Web Management Reports and Create Lists, there are many saved searches that are not complex searches, which can be easily created on the fly. Please remove any simple searches that you may be storing to make room for more complex multiline searches that are not easily recreated.

## 2.6 “YOU JUST SAVED \$ BY USING YOU LIBRARY”

- a. A custom template with an embedded script to display what the patron has saved is now available for date due receipts. Several libraries are already piloting the slip. You can download the template to custom edit your own slip, or request minor edits of an existing template. Preview the available versions in Sierra by going to admin/settings/print templates.

# 3 COORDINATED IT SERVICES (LAURIE)

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## 3.1 AEROHIVE 2018

- a. The remaining members have been asked upfront to complete the implementation questionnaire
- b. 18 Units have been ordered

## 3.2 CONFERENCING EQUIPMENT INSTALLED IN MHLS AUDITORIUM

- a. Mics, cameras, speakers, projector and screen installed with AV hub.
- b. MHLS March board meeting piloted the equipment successfully.

# 4 PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION (REBEKKAH)

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## 4.1 FINANCIAL & FIDUCIARY RESPONSIBILITY CLASS FOR TRUSTEES

- a. We have scheduled an intermediate-level course for trustees on their fiduciary responsibilities for Tuesday, April 10 @5:30pm in the MHLS Auditorium.
- b. Directors are welcome to attend.
- c. This class will be repeated in the fall.

## 4.2 PROJECT OUTCOME

- a. Registrants will receive the pre-workshop assignment two weeks before the event.

- b. If you are registered and your plans change please notify MHLS immediately so we may offer your seat to someone else.

## 5 CONSULTING & DEVELOPMENT (REBEKKAH)

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### 5.1 2018 MHLS LABORATORY PROJECT

- a. Five libraries participated in the kickoff event in March:
  - o Cold Spring
  - o East Fishkill
  - o Hudson
  - o Kinderhook
  - o Pleasant Valley
- b. These directors have created action plans that will test three approaches to increasing the activation and retention of cardholders.
- c. The group will meet three more times over the course of the year to compare notes and fine tune their experiments.

### 5.2 2018 TURNING OUTWARDS COHORT

- a. Ten libraries have teams engaged in the 2018 MHLS Turning Outwards cohort:
  - o Cold Spring
  - o Highland
  - o Hudson
  - o Kingston
  - o LaGrange
  - o New Lebanon
  - o Putnam Valley
  - o Rhinebeck
  - o Saugerties
  - o Tivoli
- b. Teams met locally to conduct team building exercises and will attend a full day event at MHLS to learn from other libraries who have done this work, to create their implementation plans and to practice facilitation skills.
- c. Over the course of the year these teams will conduct multiple community conversations and one-on-one interviews with members of their communities to help inform strategic planning at their libraries.
- d. MHLS staff will provide ongoing support of their efforts with monthly online meetings and a second in person event in September to help teams process what they have learned and identify trends to inform their goal setting.
- e. We would like to thank Michelle Capozzella and Jen McCreery for sharing their experiences with this group!

### 5.3 NEW DIRECTOR ORIENTATION SERIES

- a. The New Director Orientation Series will kick off after the April 5<sup>th</sup> DA meeting in the MHLS Auditorium.
- b. This two hour instance in the series will focus on:
  - o Sierra/Encore
  - o Digital Content (OverDrive, e-magazines, databases)
- c. This event is designed for directors who have been in their positions for three years or less but open to all directors who would like an introductory overview of these two topics.
- d. Registration is required: <http://calendar.midhudson.org>

### 5.4 SUSTAINABLE THINKING IN PRACTICE

- a. Millbrook Library is the latest MHLS member library to sign up for the NYLA Sustainable Library Certification Program. They join:
  - o Town of Esopus Library
  - o Desmond-Fish Library
  - o Highland Library
  - o Mahopac Library
  - o MHLS
  - o Phoenicia Library
  - o Saugerties Library
- b. MHLS Certification Process
  - o 95% of MHLS Employees responded to an employee survey and commuter data survey to help guide the work to be done.
  - o A MHLS Sustainability Initiative Team has been formed:
    - Rebekkah Smith Aldrich
    - Linda Vittone
    - Chris Herron
    - Laurie Shedrick
    - Joan Kay
    - Kerstin Cruger
    - Thomas O'Connell
    - Courtney Wimmers
  - o The MHLS Board has passed an [Environmental Sustainability Policy](#) to help kick off the work of the certification effort at MHLS

### 5.5 OPIOID OVERDOSE PREVENTION MEASURES IN PUBLIC LIBRARIES PROJECT MATERIALS NOW AVAILABLE

- a. *Guidance for Implementing Opioid Overdose Prevention Measures in Public Libraries* and an *Opioid Overdose Prevention Program Policy and Procedures Template* are now available on the State Library website at <http://www.nysl.nysed.gov/libdev/opioid/index.html>
- b. As part of a coordinated statewide effort, the New York State Library, the State Education Department, the State Department of Health, the New York Library Association, the Public Library System Directors Organization (PULISDO), and the Harm Reduction Coalition

collaborated to create *Guidance for Implementing Opioid Overdose Prevention Measures in Public Libraries* to help all New York State libraries implement their own opioid overdose prevention programs.

- c. If you have any questions about the Opioid Overdose Prevention Measures in Public Libraries project, contact your public library system director or Frank Rees, Library Development Specialist, Division of Library Development, New York State Library at francis.rees@nysed.gov or 518.474.1565.

## 5.6 PROPOSED AMENDMENTS TO STANDARDS FOR REGISTRATION (AKA MINIMUM STANDARDS)

- a. The Board of Regents Cultural Education Committee will discuss the proposed amendments to [Commissioner’s Regulations 90.2 Standards for registration of public, free association and Indian libraries](#) at their April 9-10 Regents meeting.
- b. The amended regulations, if approved by the Regents, would go into effect as of January 1, 2021.

# 6 COOPERATIVE COLLECTION DEVELOPMENT & DIGITAL COLLECTION ACCESS (MERRIBETH)

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## 6.1 REMAINING SHAPE CUTTING MACHINE & DIE-CUTS AVAILABLE TO LIBRARIES – APRIL 5

- a. As noted in the Action Plan Phase IV of the MHLS Plan of Service, MHLS is discontinuing the circulating shape cutting machines and die-cuts. The majority were picked up by libraries after the 2/6 MHLS Directors Association meeting, with the agreement that those items would be shared. As detailed through the MHLS Notice on 1/24/18, a 2nd phase has been initiated for this disposal of equipment (which was postponed in March due to weather).
- b. There is 1 cutting machine and 100 die cuts remaining. They will be available at the end of the DA Business Meeting on April 5th - go to our main white building (103 Market Street) to the 2nd floor and claim the equipment you would like for your library. These are not required to be shared. Note that this is the last chance for MHLS member libraries to pick-up these items. Items left after April 5th will be disposed of following the Equipment Disposition section of the MHLS Equipment Control Policy.

## 6.2 TOP OVERDRIVE HOLDS

- a. As of 3/28/18 here are the top 10 OverDrive titles with the highest copy to holds ratio. **If you have not already purchased an Advantage copy of this title, you may want to check to see how many of your patrons are in the holds queue for these.**

Title	Author	Format	Total Holds	Number of Copies	Consortium Ratio*	Price
Surprise Me: A Novel (unabridged)	Sophie Kinsella	Audiobook	26	1	26 to 1	\$95.00

Force of Nature: A Novel (unabridged)	Jane Harper	Audiobook	23	1	23 to 1	\$49.99
Night Moves: Alex Delaware Series, Book 35 (unabridged)	Jonathan Kellerman	Audiobook	21	1	21 to 1	\$95.00
Every Note Played	Lisa Genova	eBook	20	1	20 to 1	\$16.99
Fall from Grace: A Novel	Danielle Steel	eBook	56	3	18.7 to 1	\$65.00
Murder beyond the Grave	James Patterson	Audiobook	18	1	18 to 1	\$47.99
Prairie Fires: The American Dreams of Laura Ingalls Wilder	Caroline Fraser	eBook	18	1	18 to 1	\$60.00
Unbound	Stuart Woods	Audiobook	18	1	18 to 1	\$66.50
Exit West: A Novel (unabridged)	Mohsin Hamid	Audiobook	17	1	17 to 1	\$57.00
Forever My Girl: Beaumont Series, Book 1 (unabridged)	Heidi McLaughlin	Audiobook	17	1	17 to 1	\$54.95

\* The "Consortium Ratio" indicates "All Holds" / copies of the title in the shared collection (including Advantage Plus shared copies).

### 6.3 HOW TO SUPPORT YOUR PATRONS WHO HAVE OVERDRIVE ACCESS ISSUES – NEW GUIDE FOR LIBRARY STAFF

- a. As reported by the Central Library/Collection Development Advisory Committee in their 1/12/18 minutes, the majority of the issues patrons experience are due to expired cards, incorrect PIN numbers or incorrectly entered barcodes. These are things that can be corrected by the library immediately. A [new guide](#) has been created to support this.
- b. Libraries with issues that they cannot resolve through this guide can use the MHLS ticket system for support. A reminder that patrons should not be calling MHLS Tech Support directly.

## 7 AWARENESS & ADVOCACY SERVICES (REBEKKAH)

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### 7.1 STATE BUDGET ADVOCACY UPDATE

- a. Negotiations are currently under way. The budget is predicted to be finalized on time (by April 1<sup>st</sup>)
- b. State Aid: The Assembly has put in an additional \$4 million to bring us back to where we were last year. The Senate has proposed an additional \$6 million which would advance us beyond last year's funding by \$2 million.
- c. Construction Aid: The Assembly has proposed an additional \$50 million for a total of \$64 million with \$25 million earmarked for the three NYC libraries (Brooklyn, NYPL and Queens). The Senate has matched the \$50 million add with no earmark.
- d. Census Aid: Assemblymember Didi Barrett is actively advocating for \$1 million to be appropriated to public library systems for Census programing to address potential undercounting. An additional \$27 million is requested for the long-term planning and outreach statewide for the 2020 Census.

- e. There is still time to speak up to encourage legislators to make sure increase aid for libraries is included in the final budget. Please use the [NYLA Online Advocacy Center](#) and encourage others to do so as well right up until the budget is passed.

## 7.2 COUNTY FUNDING ADVOCACY GROUP

- a. This group will meet @MHLS on May 22.
- b. We ask that [at least one representative from each county](#) plan to attend to share best practices for county-level advocacy.

## 7.3 REGIONAL CONFERENCE EVENTS ON AN AWARENESS/ADVOCACY TOPIC OF BROAD INTEREST

- a. The MHLS Action Plan contains the annual item: “Plan and conduct regional conference on an awareness/advocacy topic of broad interest.”
  - o This action item was designed to address the need to build our base of support/#of advocates for libraries in the Hudson Valley. To both help us broaden the appeal of libraries to influential community members and to help connect opinion leaders in our communities with the fact that libraries are a powerful platform for positive change. The latter item acknowledges the trend identified by the [ALA Center for the Future of Libraries: Collective Impact](#): “In the face of limited resources and persistent, big social issues (hunger, poverty, violence, education, health, public safety, the environment) organizations from different sectors are adopting common agendas to combat issues within their communities.”
  - o In response to this annual action item MHLS has held two events:
    - October 27, 2017, symposium - "Women in Politics: Past, Present, & Future - A Recognition of the Centennial of Women's Right to Vote in New York."
    - March 24, 2018, forum - “Violence Against Youth – Listening to Our Community”

# 8 INTERLIBRARY LOAN SERVICES (MERRIBETH)

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## 8.1 FILLING YOUR ILL TOOLBOX – MAY 2

- a. Southeastern is offering this training, facilitated by Jessica Sherman from Poughkeepsie Public Library District. Activities will include, and are not limited to: Online presentation by Carrie Russell (Director, Program on Public Access to Information at ALA) on copyright and ILL; a presentation on ILL in the Hudson Valley; a panel presentation with experts in the field, including Cindy Dubinski from East Fishkill Community Library and Tara Stohr from Mid-Hudson Library System. Information and registration at <https://www.senylrc.org/ILLToolbox> .

## 9 CONSTRUCTION PROGRAM SERVICES (REBEKKAH)

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### 9.1 CONSTRUCTION NEEDS/INTENT TO APPLY ACTION MEMO

- a. On April 6<sup>th</sup> all member library directors will receive a MHLS Action Memo asking you to report on:
  - o Overall construction needs
  - o Whether or not you intend to apply for a construction grant in the upcoming grant cycle
- b. Reminder: All member libraries are expected to respond, even if you do not plan to apply this year

### 9.2 WEBINAR: APPLYING FOR FUNDING THROUGH THE STATE AID FOR LIBRARY CONSTRUCTION PROGRAM

- a. Tuesday, April 17<sup>th</sup> @10:00am.
- b. Please register online: <http://calendar.midhudson.org>

### 9.3 MHLS FUNDING PRIORITIES

- a. Thank you to all directors who responded to the 2017 survey asking for input on the MHLS Board's funding priorities for the State Aid for Library Construction program. The results of the survey were reviewed and taken into account by the Incentives Committee which makes recommendations to the MHLS Board on this topic.
- b. At their March 17<sup>th</sup> meeting the Board approved their funding priorities for the coming grant cycle: <http://board.midhudson.org/wp-content/uploads/2018/03/Doc.-9.B.1-Board-Priorities-for-Funding.pdf>

## 10 COMMUNICATIONS AMONG MEMBER LIBRARIES

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### 10.1 NO REPORT FOR THIS MEETING.

## 11 SPECIAL POPULATIONS (MERRIBETH)

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### 11.1 'INTENT TO APPLY' FORM FOR 2018 OUTREACH MINI GRANT PROGRAM – DUE APRIL 9

- a. A reminder that (as announced in the February 'MHLS Report to Member Library Directors') MHLS is seeking libraries interested in applying for mini grants of up to \$2,000 to develop programs and services to attract and connect to outreach target populations<sup>1</sup> and form relevant community partnerships at the local level. By **April 9, 2018** interested libraries need to fill out an

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<sup>1</sup> As defined in Education Law §273 (1) (h) (1) people 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



**'Intent to Apply' Form.** This form, information, requirements and ideas of previous successful projects available at <https://tinyurl.com/MHLS-outreach-intent> . **Applications will be sent to libraries that have filed an 'Intent to Apply' Form**, when the state funding is confirmed.

## 11.2 EARLY LITERACY – ONLINE PROFESSIONAL DEVELOPMENT REIMBURSEMENT – DUE APRIL 10

- a. A reminder that (as announced in the February 'MHLS Report to Member Library Directors') If staff from you library completed the ALA **'Creating Early Literacy Programs: Connecting with Early Childhood Development'** eCourse offered Feb-Mar, your library will be reimbursed the full \$175 registration fee if I receive by **April 10, 2018**:
  - o The form at <https://tinyurl.com/MHLSearlylitPD2018> and
  - o A copy of the participant's Certificate of Completion from ALA

## 11.3 2018-19 ADULT LITERACY MINI GRANT APPLICATIONS AVAILABLE – DUE JUNE 5

- a. Adult Literacy Library Services 2018-19 funds, received from the NYS Library Division of Library Development and administered by MHLS, will be used to fund mini-grants of \$1,000 each for up to 10 eligible member libraries for this initiative to help them to develop and expand adult literacy programs (which will enhance workforce development services in public libraries, improve adult literacy on the job and in the home) and increase participation of adults in library literacy programs which will improve their career and educational opportunities. Libraries current receiving 2017-18 funds are Adirondack, Brewster, Grinnell, Hudson, Kingston, Patterson, Pawling, Saugerties, Stanford, Woodstock.
- b. [Criteria, information & 2018-19 application available](#), due **June 5, 2018**.

## 12 COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

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### 12.1 BOOK BANQUET/NIGHT OF BOOK TALKS – COMING IN MAY (MERRIBETH)

- a. Book Banquet/Night of Book Talks are annual joint workshops between MHLS and the school library systems. This Spring member library staff have 2 chances to attend. Preregistration is required - check the MHLS [online calendar](#) for details on how to register:
  - o May 15 in the MHLS Auditorium - free for Dutchess County School Librarians and Public Librarians this year.
  - o May 23 at the Ulster BOCES Conference Center in New Paltz - free for School and Public Librarians in Ulster County this year.
- b. These events are designed to inspire collection development & readers advisory for librarians working with children & young adults from birth through age 14. Nearly 100 books from the American Library Association Notable Children's Book List will be presented by children's literature specialists Randall Enos and Julie Baxter. These titles are considered the best and brightest of those published in 2017 for children and young adults from birth through age 14.

## 13 ADMINISTRATIVE

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### 13.1 MOVIE LICENSING GROUP-BUY WITH MLUSA – DUE MAY 10 (MERRIBETH)

- a. To show movies at the library you need a public performance license to keep legally copyright compliant. Here are 2 companies that provide this, that are used by MHLS libraries. Check to be sure that your company covers what you need it to – sometimes multiple licenses are needed in order to ensure comprehensive copyright coverage for the different movie studios.
  - o Movie Licensing USA (MLUSA): Information at <https://www.swank.com/movie-licensing-usa>
    - What's Covered: <https://www.swank.com/public-libraries/faq/#whatwedo5>
    - Libraries that have licenses with MLUSA:
      - Libraries that are part of the MHLS group-buy (Brewster, Claverack, Clinton, Desmond-Fish, D.R. Evarts, Greenville, Hurley, Pine Hill, Phoenicia, Red Hook, Saugerties, Starr, Plattekill, Putnam Valley) need to let me know **before May 10** if you will be renewing through the discounted group-buy for the term 6/16/18 - 6/15/19. Note that additional MHLS libraries are currently grandfathered in at a low rate. If those libraries are continuing to license through MLUSA, joining the group-buy will not get you a better rate.
    - Interested libraries that do not have a current license with MLUSA can contact me for a quote **before May 10** to become part of the discounted group-buy on licenses for the term 6/16/18 - 6/15/19.
  - o Motion Picture Licensing Corporation: Information at <http://library.mplc.org/>
    - What's Covered: <http://library.mplc.org/about-2/whats-covered>
    - Rates based on Service Area Population: 1-10K is \$135; 10K-50K is \$200; 50K-100K is \$250; 100K+ is \$315.
    - If interested in a license, contact Motion Picture Licensing Corporation directly