

MHLS Report to Member Library Directors | February 2023

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

1. Delivery Services

- a. In December 2022, MHLS signed a **one-year renewal Agreement with our delivery vendor**, Valley Courier, which will run from July 1, 2023 through June 30, 2024. Due to an increase in vendor operating expenses, the cost will increase approximately 5.5% over our current contract, 7% if the fuel surcharge remains in place, which at this time it is.
- b. MHLS will be resuming our annual spring **review of delivery stops by circulation volume**, which is based on members' three-year average circulation numbers, after suspending this for a few years due to the pandemic. As was the pre-pandemic practice, these adjustments, if necessary, will be reviewed by the System Services Advisory Committee.
- c. Delivery Operations assisted the **Mahopac Library** with storage at the beginning and end of their construction project. Delivery has resumed to their original location after delivering to a temporary building since September. As always, let us know if you have or need any special delivery requests during renovations, construction, or emergency situations.
- d. We are pleased to welcome a **new driver, Davion Scott**, who is providing delivery to the Monday and Tuesday route #5 libraries since the end of November after the departure of longtime driver Franco Milanese.

2. Integrated Library System & Cataloging Services

- a. **Authority Control:** Authority Control work has been completed by the cataloging team and will continue to be a regular enhancement to our Catalog. This report has included information previously, but the work here is important, and you also have a role to play in expanding our authorities to meet the needs of your own communities. The cataloging team has provided the following talking points for you to share with staff and to use in conversations with your board and community.

Our catalog now offers more inclusive terminology for describing groups of people using the words that these people often use to describe themselves. Terms from the Chicano Thesaurus are now included on materials about people from various Latin American countries. For example, "Boricuas" has been added to all materials that had a subject heading of "Puerto Ricans" and "Chicanos" has been added to all materials with a subject heading of "Mexican Americans". Also added are the preferred names used by groups of indigenous people as an alternative to the names given to them by colonizers. For example, adding "Niimiipuu" on records with a subject heading of "Nez Percé Indians".

Here is a partial list of some of the other alternative terms:

- "Undocumented Immigrants" on instances of "Illegal immigration"
- "Hard of hearing" on instances of "Hearing impaired"
- "Inuit peoples" on instances of "Eskimos"
- "Indigenous peoples" on instances of "Indians"

- "Low-wage work" on instances of "Unskilled labor"
- "Children in difficult situations" on instances of "Problem children"

This list will continue to grow as we expect to add new terms regularly. If you have more suggestions of alternative terms we might add to our catalog, please send a message to cataloging@midhudson.org for consideration.

An additional benefit of this project was the inclusion of Accelerated Reader and Lexile Measures on many records. These can now be used by library staff and catalog users to identify lists of books that match certain criteria. The catalog help page <http://resources.mhls.info/> has been updated to include links for searching the catalog by a range of Lexile scores, as well as searching by Interest Level for Accelerated Reader. Library staff can also make use of this data with Sierra's Create Lists function to get even more specific results. For more information on using create lists with Lexile and Accelerated Reader, please refer to this Knowledge Base page.

- b. **Patron Record Cleanup:** Each year MHLS staff performs a patron record purge based being expiration of more than 3 years and owing less than \$10. In the September meeting of 2022, the DA expanded the deletion criteria to include any records that meet the expiration criteria and have debt more than 7 years old. Normally, we would begin the removals by the third week of January, once annual reporting data has been retrieved. With the additional criteria in place, we anticipate the file to be larger than usual and would like to provide you with ample time to review your library's deletions. We will begin deleting records on March 1st.

A saved search has been created in Sierra that can be used in Create List to find the potential patrons who would meet the criteria for deletion. The search is named "Patron Purge-change the ptype to your own" and is currently displaying in file number 234. The line numbers do change, but the title will remain. As the title indicates you should change the Ptype (currently set to 1) to reflect your own library's ptype. You can also open a ticket if you would like assistance in retrieving your data.

- c. **Overdue Notification change in place:** In your December special meeting you asked that the period before the first overdue notice in Sierra queued to send after 7 days instead of 14. The change was in place to begin the shorter notice period at the turn of the calendar year.
- d. **Staff Records in Sierra** were significantly cleaned up this season. Each year we provide you with a listing of the staff accounts that exist for your library to access the Sierra staff clients. Due to tremendous staff turnover or perhaps an improved process that made responding easier (feedback welcome), we removed over 400 staff from access. While this sounds like a success, and it is to some degree, it is also indicates that we have work to do to improve security. Your obligation to our security includes sending an email to techsupport@midhudson.org to remove staff who leave or are dismissed from employment. Any access can be exploited, even if it isn't deliberate. Removing the access ASAP removes the vulnerability, no matter how small.
- e. **Vega Wins Platinum in Modern Library Awards:** The MLAs are awarded to the top products and services in the industry, according to criteria including functionality, value, and customer service. Product submissions were scored by nearly 80,000 librarians. Comments: Vega Discover helps patrons find search results and content with pinpoint accuracy and relevancy with a simple, intuitive interface

that provides the modern experience patrons expect. Vega Discover earned a rating of 8.28 on a scale of 1 – 10.

3. Coordinated IT Services

- a. **Google Analytics update:** All MHLS hosted sites have been updated with new Google Analytics 4 (GA4) in preparation of Universal Analytics being sunsetted. Libraries who maintain their own websites should update to GA4 ASAP. For more information <https://support.google.com/analytics/answer/11583528>
 - Until July 1, 2023, you can continue to use and collect new data in your Universal Analytics properties.
 - After July 1, 2023, you'll be able to access your previously processed data in your Universal Analytics property for at least six months, according to Google.
- b. **Amazon is closing Amazon Smile Feb 20th** (<https://www.aboutamazon.com/news/company-news/amazon-closing-amazonsmile-to-focus-its-philanthropic-giving-to-programs-with-greater-impact>). If anyone has this on their website and need it removed they should open a ticket with techsupport@midhudson.org
- c. **Microsoft is ending direct sale of Windows 10 by Jan 31** (<https://www.tomshardware.com/news/windows-10-microsoft-ends-license-sales>). There is no announcing from resellers like Dell, and it is expected that they will continue to sell PC with Windows 10 for a short time. If anyone is planning to upgrade PC this year and wants to stay on Windows 10, they should be ordered soon.

4. Professional Development & Continuing Education

- a. **MHLS Training on Demand:** We have completed the launch of training on demand and currently are serving 55 libraries across our three areas of education. We have 517 registered learners in Trustee education, where some have already completed the annual training requirement. In Library Sustainability we have 436 registered learners, and Library Technology we have 481 registered learners. Our early coursework delivers on training services outlined in our plan of service. Our intention is to grow the content beyond, while holding these areas at the core. MHLS will support the member libraries and learners through our ticketing system. Our goal is to facilitate a better remote learning experience that can be managed locally, provide certification and produce analytical data.
- b. **Trustee Education Series Survey**

We will continue our very popular MHLS Trustee Education Series this year! This includes Trustee Essentials and the Core Values & Ethics workshops. You can help influence the Spring & Fall schedule for this year by filling out this [brief survey](#) to let us know your preferences for in-person vs. online offerings and the times of day that work best for your schedule. This survey was also sent directly to trustees, but as always, we ask for your help to ensure your trustees participate. Our goal is to get a broad amount of input from the 600+ member library trustees in MHLS. **The survey closes February 17th, 2023.** If you have questions please contact Laura Crisci at lcrisci@mdihudson.org.
- c. **Trustee Handbook Book Club 2023 Schedule**
 - Upcoming Dates

- February 21: [Open Meetings Law with Kirsten O'Neill](#)
- April 18: [The Board-Director Relationship](#)
- June 20: [Financial Planning & Budgeting](#)
- August 15: [Strategic Planning](#)
- October 17: [Equity, Diversity, Inclusion, Access & Justice](#)
- December 19: [Financing & Managing Construction Projects](#)
- All those who attend the live session will receive a certificate of attendance.
- All those who register will receive a follow up message with a recording of the session. No certificates of attendance will be issued for watching the recording through this link.
- All sessions will be recorded and archived both on [the landing page for the series](#) and uploaded to the new MHLS Training on Demand learning management service for trustees. Only the trustees of member libraries who have opted into this new service will have access on that platform and be able to receive certificates of attendance

d. New Director Forum 2023 Schedule

The New Directors Forum is back and expanded for 2023! Given the large cohort of new directors in our system we're doubling the number of New Director Forums offered this year. As always, while these sessions are designed for folks who have been in the director role for three years or less, if a topic is of interest to you and you've been in the role for more than three years, you are welcome to attend.

Tuesday, March 14th at 10:00am | Online | [Submit Questions in Advance](#) | [Register](#)

Tuesday, June 13th | In Person with Laurie Shedrick who will cover statistical reports in Sierra | [Register](#)

Thursday, September 28th at 10:00am | In Person | [Register](#)

Tuesday, December 5th at 10:00am | Online | [Register](#)

The March, September and December sessions will be facilitated by MHLS Executive Director, Rebekkah Smith Aldrich, author of the Handbook for New Library Directors in New York State & co-author of the Handbook for Library Trustees in New York State. These sessions are informal and will address questions submitted in advance by attendees, particularly in the areas of working with your board, planning, and project/time management.

e. MHLS Equity, Diversity, and Inclusion (EDI) in Libraries Series

- NYS Talking Book and Braille Library – Overview of Services for Public Libraries | February 23rd | 10:00-11:00 am | Online | [Register](#)

In this one-hour online session New York State Talking Book and Braille Library (TBBL) Senior Librarian Jane Bentley will provide an overview of services, focusing on institution membership and the important role public libraries play in connecting community members to accessible reading materials. There will be plenty of time for your questions. If you would like to send a question in advance of the event, please email your question to kcruger@midhudson.org with *TBBL Information Session* in the subject line before February 15th. This session is open to all member library directors and staff.

The New York State Talking Book and Braille Library (TBBL) is a free library service for residents in Upstate New York who have difficulty reading standard print due to a visual, physical, or reading disability. TBBL's service includes free circulation of audio and braille books and magazines through the US Postal Service, long-term loan of playback equipment, and access to a free online downloading service called Braille and Audio Reading Download (BARD).

- Creating Inclusive Collections | March 9th | 2:00 – 3:00 pm | Online | [Register](#)

While it's important to ensure our collections are diverse, how do we ensure they are truly inclusive? In this session, we'll discuss why moving toward inclusive library collections is a crucial step in advancing equity and justice at our institutions. You'll learn to assess your collections as they are now, and hear what considerations to make when ordering and weeding, and auditing your collection. We'll also touch on how to address some of the challenges to materials in your collection and how to advocate for underrepresented voices that must be included.

Presented by Kymberlee Powe (she/her), Children and Young Adult Consultant with the Connecticut State Library. Kym has been working in libraries for over fourteen years and specializes in youth services and was awarded the inaugural Judy Burroughs award by the Connecticut Crossroads Project, an award given to people whose skills and talents have a positive effect on the greater Connecticut Community. Kym has given presentations and participated in panel conversations at various conference which include the Connected Learning Summit, Niche Academy, and School Library Journal/ Library Journal.

5. Consulting & Development

- OverDrive Consultations:** As you begin, or continue to evaluate your OverDrive purchasing, here are some resources available to you. An Introduction to OverDrive MarketPlace is on our Knowledge Base OverDrive page (right at the top). We also provide regular workshops on OverDrive. The next scheduled event is Thursday, March 23rd at 10:00am and is available for registration on [the MHLS calendar](#). In addition to this, Nina has been providing custom training to member library directors on OverDrive Market place for some time. You may [request this service](#) by using the workflow consulting form, available on Knowledge Base in the [Library Admin Toolbox](#).

- Turning Outward 2023 Cohort Program**

Each year, MHLS works with a cohort of libraries to use the tools in American Library Association's Libraries Transforming Communities toolkit, Turning Outward to gather input from their community, which is used in developing a strategic or long-range plan to address community needs that resonate with library staff and trustees and the people the library serves. MHLS and the cohort will provide regular support and training on these tools for libraries participating in the cohort.

"Turning outward" is a process developed by The Harwood Institute for Public Innovation, which entails taking steps to better understand communities, changing processes and thinking to make conversations more community-focused, being proactive to community issues, and putting community aspirations first.

[Applications](#) should be completed by Friday, February 10th.

For more info see [MHLS's Turning Outward webpage](#) or contact MHLS Library Sustainability Coordinator, [Laura Crisci](#).

6. Cooperative Collection Development & Digital Collection Access

- a. **OverDrive App End of Life:** The OverDrive app will be sunset at the end of April 2023. This change will simplify how you promote your digital collection, train your staff, and support your users. In the weeks before the OverDrive app sunset, current in-app messaging will be updated to give users a final reminder to switch to Libby. After the OverDrive app is sunset, users who try to access your library's collection in the OverDrive app will see the following message, informing them they need to upgrade to Libby.

7. Awareness & Advocacy Services

- a. 2021 annual report statistics summaries of the final approved reports can now be found under statistics on the [MHLS Topics](#) page. The statistics provide base line data from the annual reports by county.
- b. **Municipal Ballot Petition Signature Reduction Bill:** This bill would align the petition signature requirement for libraries using a municipal ballot approach with the 25-signature requirement in place for libraries using a school district ballot approach for their budget proposals. "Plan A" has been to advocate for the inclusion of this bill within the state's budget bill which will be announced on February 1. Should it not be included we will be pushing for it to either be included in the one-house budget bills from the Senate and Assembly or as a standalone bill that would take a traditional path with a goal to pass that by the end of the legislative session in June.
- c. **2023 Library Advocacy Day**
 - The **list of state legislators** in the MHLS region has been updated [on our web site](#) so if you aren't sure who your state Senator and Assemblyperson is since the redistricting effort took place, this is a good place to start. If it is a name you don't recognize please reach out by email or phone to introduce yourself and invite your new legislators to visit your library.
 - Register for the **MHLS Advocacy Day Briefing** webinar scheduled for Tuesday, February 14th at 10:00am. At this event we will review the [budget and legislative priorities](#) for the season and talk about strategy and tactics for effective advocacy this year. If you can't join us in Albany there are still many ways to help, and this webinar will help you with your plan for advocacy this year. Register [here](#).
 - Plan to join us in Albany for **Library Advocacy Day on Tuesday, February 28th!**
 1. Register [here](#)
 2. Make your transportation plan: [Directions](#) | [Parking](#) *Please note: there will not be coordinated buses to Albany this year but we are exploring a carpool option.*
 3. The schedule is not available yet. Legislators' schedulers usually will not book appointments until about 30 days prior to the event so we are working now to connect with them (or track down the schedulers of the new legislators!) and get those appointments. We will share that schedule as it emerges here: <https://midhudson.org/library-advocacy-day/> and announce the full schedule once we've got that finalized

8. Interlibrary Loan Services

- a. Nothing to report for this meeting. For questions on this topic please reach out to Laurie:
lshedrick@midhudson.org

9. Construction Program Services

- a. Watch for the **Construction Needs Update Action Memo** in April, this will be the first step to apply in the next funding round.
- b. Contact Laura Crisci with any questions on construction projects: lcisci@midhudson.org.
- c. To get ready for the next round of grant funds:
 - Update (or create) your library's board approved, prioritized facility plan. (Need help getting started? Check out this sample outline for a facility plan from MHLS)
 - Directors will be sent a 2023 Construction Needs/Intent to Apply Action Memo from MHLS via the MHLS-Notices list. Completion of this is the required first step for eligibility in MHLS.
 - Register for a NYS Directory Service Account (necessary to access the online application)
 - FEIN and SED Vendor Number: In order for a public library to apply for funding from the NY State Library's Public Library Construction Grant Program, the library must have its own FEIN number, which will enable the library to receive a NY State Education Department vendor number. A public library must be assigned a vendor number in order to receive construction grant funds.
 - Is your building more than 50 years old? Check out the State Historic Preservation Office (SHPO) Approval Documentation
 - NYSEDA Program for getting environmental point
 - Green Jobs Green New York Energy Studies - provides Energy Studies to identify and analyze opportunities to make buildings more efficient, which lowers associated energy costs. Small Businesses with 100 or fewer full-time equivalent employees or Not-For-Profit Organizations of any size are eligible for this cost share program.
Pricing: 10 FTE or less: \$100, over 10 and less than 50 FTE: \$250, over 50 FTE: \$500.
More info at <https://on.ny.gov/2QD2G8u>.
- d. For more information: <https://midhudson.org/nysconstructiongrant/>
- e. **Upcoming Webinar: Applying for Funds Through the State Aid for Library Construction Program 4/19/2023, 2:00 PM – 3:00 PM** This webinar is designed for Mid-Hudson Library System member library directors and trustees who would like an introduction to the New York State Aid for Public Library Construction Grant Program and an orientation for how to take the first step to apply in the new grant cycle – the submission of the MHLS Action Memo reporting a library's construction needs and intent to apply for a grant. During this webinar we will cover:
 - An introduction to the grant program
 - A review of the MHLS Board's priorities for funding
 - Orientation to the MHLS Action Memo which serves as the first step to applying
[Register here.](#)

10. Communications Among Member Libraries

- a. **Library Information Update Request:** In order to effectively communicate with our members, the Mid-Hudson Library System maintains a database of contact information for our member libraries. Once a year we request an update of this information, to keep our records accurate. An Action Memo will be sent out via the MHLS-Notice List in February 2023 for all member library directors to complete and submit.
- b. The deadline to submit **job openings to be included in the MHLS Bulletin** is Thursday, 4:00 pm of the week prior to publication. The MHLS Bulletin is published every Tuesday. Please send job ads to bulletin@midhudson.org.
- c. MHLS is always looking for **member spotlights to share in the Bulletin**. If you have a program, partnership, grant, collection, etc. that you would like to share with your peers please contact [Alexa Stroh](#), MHLS Library Sustainability Associate.

11. Special Populations

- a. **Justice at Work:** Closing reports are due February 15th from the thirteen participating member libraries that signed up for the *Justice at Work in Public Libraries: Understanding Power, Oppression, Resistance and Solidarity* program. As part of our organizational priority to address issues related to equity, diversity, and inclusion, Mid-Hudson Library System subsidized the cost associated with this program (at \$165 per student value) using Coordinated Outreach funds.
- b. **2023 MHLS Early Literacy Cohort Program application is open.** MHLS member library staff who work with families and young children age birth-5 are invited to participate in this program designed to help your library strengthen its capacity to provide early literacy services in your community through training on early literacy best practice and member library peer support sessions. This program consists of four monthly 90-minute interactive online sessions taking place from March through June.

The program is limited to 12 participants*. Interested individuals, need to complete and submit this [brief form](#) by February 16th. Any questions can be directed to MHLS Outreach & EDI Specialist, [Kerstin Cruger](#).

*Due to capacity restrictions participants will be limited to one per library. Priority will be given to applicants who have not previously participated in this program.

12. Cooperative Efforts with Other Library Systems

- a. **Exploration of a Hudson Valley Digital Inclusion Coalition:** Thanks to the suggestion of our State Librarian, the Southeastern NY Library Resources Council is organizing an effort with MHLS and the Ramapo Catskill Library System to explore the creation of a regional coalition of organizations working on digital equity and inclusion issues. Thank you to all counties who sent us ideas over the past year of who to invite to such an effort. We are holding a meet and greet style meeting with several groups in the Hudson Valley in February to map what is going on in this space in our region and to gauge interest in forming a coalition. MHLS will represent the libraries in the region for this initial meeting and we will report back on how that goes.

- b. You will see a variety of efforts underway throughout our reporting, from the Trustee Handbook Book Club to the OverDrive Reciprocal Lending Agreement to our advocacy work at the state level. Questions about these collaborations can always be sent to [Rebekkah](#).

13. Administrative

- a. **Annual Report to the State:** Each library is required to complete the annual report by February 17, 2023 at 5:00 pm.

Each year, MHLS distributes a packet with information on your library's circulation and holdings from the previous year to help in completing your annual report. Your library's annual report packet is available as a PDF file at <https://midhudson.org/member-library-2022-annual-report-packets/>. Please note: this year's annual report packet will not be distributed through MHLS delivery as in previous years. You can download your library's information from the page above and print it out if you prefer a hard copy of the information.

Information for completing the report is available at <https://midhudson.org/annualreporttips/> and libraries can contact MHLS Library Sustainability Coordinator, [Laura Crisci](#) with any questions.

- b. **MHLS has contracted with a public relations firm thanks to a grant from the Dyson Foundation and private donations from the MHLS Board.** We will be working with Impact PR & Communications in an introductory capacity to help MHLS improve talking points about the value of the system to use with stakeholders such as legislators and grant makers. We will also be working on a strategy to help raise the profile of the system and libraries in the Hudson Valley. The MHLS Board is working to enhance the profile of MHLS in the Hudson Valley to help improve advocacy and grant seeking while ensuring we do not step on any member library toes or get in the way of your local fundraising efforts.
- c. **MHLS staff will be working to upgrade midhudson.org this year.** We will be reaching out to you as one of our major stakeholder groups to provide feedback on what you primarily use our website for, what you may have difficulty locating and what your future needs are to help guide our "renovation" of midhudson.org. Please stay tuned for more info. We will be conducting both focus groups and providing a survey for broad input from stakeholders.