MHLS Report to Member Library Directors | June 2021

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

1. **Delivery Services**

   a. The new delivery stop schedule to add stops in for twenty libraries went into effect the week of May 17th and by all reports, is working well for all impacted and getting items into the hands of patrons sooner, as designed.

   b. Valley Courier drivers have been instructed to continue to wear masks for the time being as member library policies are quite varied at this time with many still mandating masks for all, regardless of vaccination status. We are working hard to be respectful of your local policies.

2. **Integrated Library System & Cataloging Services**

   a. **Encore Harvesting now includes New York Heritage Digital Collections**
   As part of our Road Map integration of new products acquired in the 2019 contract renewal with Innovative, we acquired the ability to "harvest" meta data from external digital collections into our public access catalog. This data creates a virtual record that can be found in our catalog, with a link out to the original file in the digital collection. Member library digital collections contributed to Hudson River Valley Heritage through SENYLRC, will now be available through encore, as HRVH is part of New York Heritage. In addition, we will have direct links to many primary documents, images, audio files and other media that have been curated into the collection. While we are still considering this a "pilot", each night updates and new records have been successfully added. For more information about this product please see the Encore harvesting Road Map page on our Knowledge Base .

   b. **5.3 Scheduled**
      - ~~Sierra upgrade 3am, June 14, 2021*~~
      - ~~Encore upgrade 3am, June 15, 2021*~~

   Details for the release were reported in the April Report to Member Library Directors. You can find a complete list of what the upgrade includes on the MHLS Knowledge Base.

   *a recently reported issue may result in a our postponement of the upgrade to a later date.

   c. Sierra users meet on June 23rd in an online webinar format. The **Mid-Hudson Sierra Users Group** is an opportunity to keep current with all things related to our Sierra ILS and the related products and services. We have plenty of exciting things to come in this calendar year with Sierra and Vega, and this session is all about you! Our hope is that you leave this session excited and ready.

- Innovative Product Manager for Vega Discovery will kick off the event with a virtual tour of the discovery platform and be on hand for questions in the first hour.
- MHLS Technology Operations will present on Sierra 5.3 and other pending updates
- We will be polling registrants for forum topics to cover in the last 30 minutes.

d. **Moving towards Vega Discovery!**
- We continue to add content the [Vega Discovery Knowledge Base Page](#) so please do visit often to stay informed.
- MHLS staff begins training on June 8th, and will have a better understanding of our conversion schedule once we have completed out work. We have had preliminary meetings to discuss the unique nature of our consortia and the record types and loan rules that we use.

e. **Cataloging of Tools:** The recent work in cataloging items for the MHLS Library of Local Project has surfaced a need reconsider how closely we were cataloging tools and other realia. In some cases a more generic records that may encompass a wider range of similar objects may be the best solution for connecting patrons to the "thing" they need.   "A hammer is a hammer" for the most part unless it a special use hammer. Patrons who might be looking for a hammer at their local library won't really care who the manufacturer is or what color the handle might be. The catalog department has created a number of generic records, and are at your service to help you catalog your "things".

f. **IDEA LAB "It bugs me challenge" follow up:**
 MHLS originated 9 new ideas that made into the "It Bugs Me" challenge. Four of those items have advanced. Next step is to clear the review process done my moderators (including Laurie) and iii staff.
- One search to place multiple holds on titles on topic or by an author
- High Demand Holds need a second level filter
- Group fine payment for linked patrons
- Clearing the extra step of checkin in clearing the holdshelf

16 tickets were opened by staff of member libraries who had items that bugged them. The good news is, that just under half of those items were already available fixes or on the way!

3. **Coordinated IT Services**
a. **Equipment orders need to be placed before October 31st!** Prices and specs have been updated and can be found on the Knowledge base in the support area of the Administrator's toolbox or at https://midhudson.org/topics/resource-sharing/technology-operations/tech-purchase-form/

b. **The Aerohive to Extreme Networks Access Point Renewal Action Memo** has been distributed to member library Directors in a direct email. If you didn't receive the email please contact Laurie at lshedrick@midhudson.org.   If you have not filled out the form, you have through the end of June to do so. The action memo is the first step for MHLS to complete a group purchase

and renewal which must be complete and in place before the fall. Questions can be sent to Techsupport@midhudson.org – please use the subject line **Access Point Renewal**

4. **Professional Development & Continuing Education**

   a. **NEW: MHLS is pleased to announce a new potential partnership with the Palmer School of Library & Information Science at Long Island University to bring their Advanced Certificate in Public Library Administration courses to the Hudson Valley.**

   - The Public Library Administrator's Certificate program consists of five courses that carry graduate academic credit and culminate in an Advanced Certificate in Public Library Administration, recognized by the New York State Education Department. The program is designed to:

      1. Provide a solid management education program for public library administrators
      2. Update librarians on new management principles and organizational structures
      3. Integrate these concepts and illustrate their practical application within the public library setting
      4. Explore current issues and trends in public library management and improve leadership skills within the workplace
      5. Provide a forum where important management issues germane to public librarians can be discussed in light of the theoretical constructs covered with this program

   - Courses include:

      1. LIS 700 Principles of Public Library Organization and Management
      2. LIS 701 Legal Issus in Public Library Administration
      3. LIS 702 Human Resources Administration in the Public Library
      4. LIS 703 Financial Management of Public Libraries
      5. LIS 704 Administration of Public Library Facilities and Technology

   - **What graduates of the program have to say:**

      1. "*The post-Master's Certificate of Advanced Studies in Public Library Administration from LIU Palmer School of Library & Information Science was no less than a transformative experience for me. The coursework synthesized the foundational learning of the master's degree with real day-to-day experience of working in and running a library. You learn from your professors and colleagues in a dynamic fashion and the cohort model enhances every aspect of the program. If you're looking to elevate your professional experience, this program can make all the difference*!" -Claudia Depkin, Director, Haverstraw King's Daughters Public Library, Garnerville, NY & 2021 President, New York Library Association

2. "*Almost everything I know about being a library leader was learned through this program. It gave me the information and confidence I needed to be a strong library director for my community.*" -Gillian Murphy, Director, Elting Memorial Library, New Paltz, NY

3. "*As a new director thrown into my position with no guidance from the previous director, the CW Post Palmer Institute Public Library Administration program was invaluable to me. Thanks to Jerry Nichols and the program I learned about PILOT payments and was able to collect some back payments from the school district. Even more beneficial was the camaraderie and relationships with colleagues.*" -Julie Kelsall-Dempsey, Highland Pubic Library, Highland, NY

4. "*The LIU/Palmer program was perfect for me as a mid-career librarian. The topics discussed in the classes were very relevant, made me a better librarian, and library Director. These courses will really make you think, and it's easy to apply the knowledge gained to the everyday work of managing a public library.*" -Stephen Cook, Director, Starr Library, Rhinebeck, NY

- The courses will be hosted by MHLS and classes will be held at both the MHLS Auditorium in Poughkeepsie and online, as scheduled by the professors.

- The cost for the 2021-2022 academic year is $1,550 per student per class. This is a reduced rate negotiated by MHLS for our members.

- The program will be offered if at least 10 students sign up.

- For more information click here. Please reach out to MHLS Executive Director, Rebekkah Smith Aldrich if you are interested in putting your name on the list for Fall 2021.

b. **MHLS Online Trustee Education Series**

- **Intermediate Level Workshops:**

   1. ***Legal Issues: Open Meetings Law & Freedom of Information Law (FOIL) | Register***
      a. Tuesday, June 15th | 5:30-7:00 pm

- **Advanced Level Workshop:**

   1. ***Seven Habits of Highly Effective Boards | Register***
      a. Wednesday, June 23rd | 10:00-11:30 am

c. **JEDI Training Coming This Summer:** Thanks to a partnership with the Suffolk Cooperative Library System MHLS is proud to announce we will offer an on-demand series called JEDI Training. JEDI stands for Justice, Equity, Diversity, and Inclusion. The series includes the following 30-minute modules:

1. Introduction to JEDI Terms
2. Implicit Bias
3. Diversity vs. Inclusion
4. Microaggressions
5. System Racism & Inequality
6. Putting it All Together: Anti-Racism

5. Consulting & Development

    a. COVID-19 Updates

1. The New York State Library (NYSL) and DLD expects all public libraries in NYS to meet their [required minimum number of open hours](#) to serve their communities by June 1st, 2021. Open, for now, is defined as "in-person services at your facility including curbside and lobby service." Telephone or email service alone will not count towards the number of open hours. While library buildings are open, a public restroom should be made available to patrons whenever possible. Libraries that feel they may be significantly challenged to meet the June 1st deadline should reach out to MHLS Library Sustainability Coordinator, Casey Conlin.

2. The recently signed [New York Health and Essential Rights Act (HERO Act)](#) effectively imposes significant obligations on private employers **including association libraries** to provide and maintain a safe workplace in the face of the ongoing COVID-19 pandemic, and for future airborne infectious disease outbreaks. The HERO Act amends New York Labor Law by adding two new sections. The first section is applicable to all covered employers and requires the development and adoption of an airborne infectious disease prevention policy. The second section, applicable only to private employers with at least 10 employees, permits the creation of workplace safety committees. The New York State Departments of Labor and Health have been directed to create models for creating enforceable health and safety model plans to prevent airborne infectious diseases in the workplace.

3. Adjustments to the Open Meeting Law continue to be extended. As of the date of the issuance of this report, the adjustments are in place through June 24, 2021.

4. American Rescue Plan Act Funds (ARPA) Update

a. The program details for the [Emergency Connectivity Funds (ECF)](#) are now available. This program provides $7 billion for libraries and schools to address digital equity issues.

b. The Institute of Museum of Library Services (IMLS) has announced a [$15 million grant program](#) open to libraries across the U.S.

c. No details have been released about ARPA funds set to be awarded to the State Library. At this time all we know is the total the State Library is expected to receive: $6.2 million.

5. For libraries still fine-tuning their mask mandate locally, here is the "[flowchart](#)" from NYS for implementing the CDC Guidance.

6. The recording of the recent webinar: "COVID-19 Legal Issues" is available to member library directors upon request from cconlin@midhudson.org

7. An archive of COVID-19 updates to member library directors is available at https://midhudson.org/covid19updates/

b. The [recording of the presentation](#) from Joe Morris of Clean Energy for Anchor Institutions Program is now available. Please use [this form](#) by July 1 to indicate your interest in pursuing a heating and cooling system upgrade or solar installation as outlined in the presentation.

c. New **[Equity, Diversity, and Inclusion (EDI) Toolkit](#)** now available at midhudson.org: This toolkit, developed by MHLS staff, has resources useful to you as a library director in four categories:
    1. Governance & Management
    2. Reference
    3. Collection Development
    4. Programs

d. **The Great Give Back** is a day for libraries to provide opportunities for their patrons to participate in meaningful, service-oriented experiences, and shine a light on the great work libraries are doing in their evolving roles as community hubs and connectors. This year, The Great Give Back will be on Saturday, October 16th, an informational webinar will be held on Tuesday, July 13th. The webinar will cover basic

elements of The Great Give Back, how your library can get involved and examples of successful The Great Give Back projects. This is the third year of this statewide program.

The Great Give Back Informational Webinar | Tuesday, July 13th | 2:00 - 3:30 pm |Online| Register

  e. The results of the 2**020 Salary and Benefits Survey** are available on the MHLS Salary & Benefit Survey Results webpage.

  f. Reminder: The new Minimum Standards for Public Libraries are in effect this year.

   1. If you need a refresher of how they are different check out this handy chart

   2. Need help tracking your policy creation and review process? Here's a handy spreadsheet to help you track everything to create a compliance path for the new standard to review policies at least every five years.

   3. Looking for inspiration for your annual report to the community? Check out this handy list of samples from your peers.

   4. Searching for an evaluation process to help you comply with the "evaluating effectiveness" standard? Check out this handy, and free, tool from the Public Library Association.

6. Cooperative Collection Development & Digital Collection Access

  a. Access to Ancestry Library Edition has been temporarily expanded to library cardholders working remotely, courtesy of ProQuest and its partner Ancestry. Remote access will be available until **September 30/2021** and will continue to be re-evaluated. If you wish to provide access on your website or send information in newsletters, use the link below.   Patrons must have a valid (not expired) library card with any MHLS ptype in place to log in with their library card and pin. This is a temporary situation that has been in place since last year, and is extended with what seems to be irregular intervals.

  b. **Universal Class has Moved to Libby.** Patrons who have established accounts with Universal Class may continue to use the account login and password that they have in the past. All coursework and certificates should still be present.   There is a reference when logging in to a 30 day expiration of the account, which can be ignored. OverDrive has received many complaints, including ours, on the inappropriateness and confusing nature of this messaging. The messaging evolved out of a legal

element in place for new subscribers, where the usage is assigned for a monthly checkout.

7. **Awareness & Advocacy Services**

   a. As the legislature closes its session, pending bills that may be of interest to libraries, include Senate Bill S4435A, which requires members of a board of trustees of public, free association and Indian libraries to complete two hours of trustee education annually.

8. **Interlibrary Loan Services**

   a. At this time our Interlibrary Loan request templates are finally complete and fully documented. If you have not used the new templates and would like to schedule a personal training session for your staff, please open a ticket by sending a request to techsupport@midhudson.org.

9. **Construction Program Services**

   a. DLD reports last year's member library applications are ready for review by DASNY.
   b. DLD reports the online grant portal will open for this year's applications on Wednesday, June 9. Applications will be due to MHLS Friday, August 6th. Libraries looking to get started on the application process can review the information under "Getting Started for 2021" on the [MHLS State Aid for Library Construction Program page](#), and register for the technical assistance workshop below.
   c. Construction Grant Technical Assistance Workshop | Tuesday, June 22nd | 2:00-3:30 pm | Online | [Register](#)

10. **Communications Among Member Libraries**

    a. No report this month. Please contact Casey Conlin (cconlin@midhudson.org) with any questions.

11. **Special Populations**

    a. The **2021 Family Literacy Grant** has now closed. Special thanks to the following library staff for contributing their time to learn about building early literacy skills in children and caregivers in their community, creating spaces and environments to encourage healthy childhood development, and sharing their experiences with one another as part of the cohort program: Christine Reda, Heermance Memorial Library; Danielle Sundberg, Stanford Free Library; Janet Battistoni, Hyde Park Free Library; Susan Penick, Phoenicia Library; Christina Davis, Phoenicia Library; Mary Wickham, LaGrange Library. As part of this program, library staff receive training in the NYS Every Child Ready to Read program, and funding for early literacy materials, through the New York State Library's Family Literacy Library Services

Program. Applications for the 2021 - 2022 Family Literacy Program will open pending availability of funding from NYS. Applications for the 2021 - 2022 Adult Literacy Program will open pending availability of funding from NYS.

b. The **2021 Adult Literacy Grant Program** is now closed. The following libraries received funding for programming and services provided to develop and expand adult literacy programs and increase participation of adults in library literacy programs which improve their career and educational opportunities: Olive Free Library, Philmont Library, Grinnell Public Library, Hudson Area Library, Patterson Library, and the Pawling Library.

c. State funding is now available for MHLS libraries to develop and support services for state-identified targeted populations through the **MHLS Outreach Mini-grant program**. Application materials and instructions will be available soon. Please note, this is a competitive grant program with limited funds, and award funding will be allocated based on quality of projects submitted and completeness of applications submitted.

1. Grant applications will be required to include descriptions of programs and services to support targeted populations identified below.
   a. People who are Blind or who have a Physical Disability
   b. Seniors
   c. People who have a Developmental or Learning Disability
   d. People living in Institutionalized Settings
   e. Members of Ethnic or Minority Groups in need of special services
   f. People who are Educationally Disadvantaged
   g. People who are Unemployed or Underemployed
   h. People who are Geographically Isolated

2. Eligible costs will include:
   a. Contracts for programs/trainers/tutors/assistive services
   b. Library personnel costs to support improved library service to outreach target groups
   c. Library materials
   d. Project equipment
   e. Project supplies
   f. Project publicity
   g. Other purposes directly related to project success

12. **Cooperative Efforts with Other Library Systems**

a. **The OverDrive Reciprocal Lending Agreement (RLA)**

OverDrive's legal team is reviewing our request for requiring a purchasing threshold. They were provided statistics showing our long and very progressive relationship, which should demonstrate our long partnership, dedication to the product and increases to their revenue. Our sales rep feels there is some optimism for getting this approved.

13. Administrative

a. **Personnel Updates**

- **MHLS is currently advertising for four positions across three teams:** Technology Operations, Library Sustainability and Administration. Please help spread the word in the Hudson Valley about these opportunities.

- **Kerstin Cruger named MHLS Outreach & Equity, Diversity, and Inclusion (EDI) Specialist:** Kerstin has served MHLS for twenty years, starting as a Youth Services Assistant and ultimately supporting the Library Sustainability Team through her long-time role as Library Sustainability Associate and Communications Specialist. Kerstin has helped to create and lead numerous ground-breaking projects at MHLS over the years including the Essential Documents Inventory Project, "10 Things," and Turning Outward, our very popular cohort program to assist member libraries in collecting community input to inform strategic planning efforts. Kerstin's new role will mean she shifts her attention to state-mandated programs such as Coordinated Outreach, Family and Early Literacy, Correctional Facilities, and to bring focus to new programs that demonstrate MHLS' commitment to ensuring library services are equitable, respect the diversity of our communities, and are inclusive.

- **Tara Stohr, our long-time Interlibrary Loan / Cataloging Specialist has announced her resignation from MHLS to move out-of-state with her family.** While she will still be working with us for the next three months, we wanted to explain why you see her job advertised. Tara is a valuable member of the MHLS team, brining professionalism, good humor, and excellent customer service to our members. She will be greatly missed not only because of the important work she has done for the organization during her tenure, but because of the human touch and empathy she brings to the workplace.

b. **MHLS Board Updates**

- **The MHLS Board has passed an Equity, Diversity, and Inclusion Policy.**

- **There are three terms opening on the MHLS Board in 2022.** Calls for nominations have gone out to member library directors and board presidents in the three impacted counties: Greene, Putnam, and Ulster. The trustee election will occur at the 2021 MHLS Annual Membership Meeting.