

MHLS REPORT TO MEMBER LIBRARY DIRECTORS – JUNE 2019

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

1 DELIVERY SERVICES

1.1 VALLEY COURIER BEGINS NEW CONTRACT

- a. On Friday, May 17th Valley Courier began as our new delivery vendor. Four of our five drivers have made the transition to work for our new vendor.
- b. For libraries on Routes 1 & 4, thank you for your patience as drivers new to your routes have learned the ropes.
- c. Please report any issues to Tom Finnigan, MHLS Delivery Operations Manager at x244 or tfinnigan@midhudson.org

1.2 BED BUG PROTOCOL

- a. We've had the first report of bedbugs in a book going through delivery. MHLS staff have developed protocols to mitigate this upon report and upon siting by staff in our facility.
- b. Now may be a good time to review with your staff what to do when they notice bed bugs, Michele Capozzella, director of the Mahopac Library shared that she had their county health department come in to educate their staff as to what to look for, how they spread and how to deal with them when identified to help mitigate their spread in your facility.
- c. To learn more about bed bugs:
 - a. Bed Bugs: Get Them Out and Keep Them Out [EPA.gov] <https://www.epa.gov/bedbugs>
 - b. Bed Bug Abatement in Libraries [ALA] <https://tinyurl.com/yyp3srba>

1.3 MHLS DELIVERY BINS

- a. Please return any surplus bins that have accumulated in your library next to your regular outgoing bins for pickup.

2 INTEGRATED LIBRARY SYSTEM & CATALOGING SERVICES

2.1 SYSTEM STAFF ATTEND THE ANNUAL INNOVATIVE USERS GROUP

- a. Laurie, Thomas and Nina attended IUG in Phoenix, AZ, May 4-8.
- b. 42 sessions and meetings were attended, of which 35 were unique sessions. Topics included the new Inspire discovery platform, APIs, SQL, authority control for e-resources and much more!
- c. Laurie contributed as a panelist for the consortia pre-conference, and Thomas contributed as a panelist in a regular conference session on auto renewal.

2.2 MHLS AND INNOVATIVE OPEN BASECAMP IN PREPARATION FOR RELAUNCH

- a. Laurie, Thomas and Nina met with our implementation team while attending IUG. We were able to discuss priorities and share ideas about how the implementation should proceed.
- b. Basecamp, the project management software has been set up. It establishes:
 - Environment to share implementation process and settings
 - Schedule and milestones
 - Dialogue and discussion are documented for both teams
- c. Weekly calls will take place to check in with expectations
- d. SkyRiver cataloging utility has been installed and is in use by MHLS Cataloging staff
- e. An onsite system audit will be scheduled to take place in June

2.3 AUTO RENEWAL IS HUMMING ALONG

- a. A daily average of 4000 messages are sent
- b. Renewals are up 60% from April to May
- c. Renewals are up 62% over last year (May)

2.4 SIERRA CORE TRAINING

- a. Recognizing a need to increase core training opportunities MHLS Technology Operations has responded with regional training.
 - Cataloging: The first pass was cataloging. The training was offered at Kinderhook, Kent and Mid-Hudson and was well attended. A total of 17 staff participated in cataloging training.
 - Circulation: Three sessions will be offered:
 - July 17-MHLS auditorium
 - July 18 – TBD
 - July 23 - TBD

2.5 ROUNDTABLE: LOCAL HISTORY & UNCOMMON MATERIALS

- a. A panel of 3 speakers with experience in the session topic for each Roundtable.
 - Maintaining a local history collection
 - Digitizing
 - Building a library of things(First meeting tentatively set for 7/30)

2.6 MHLS SIERRA USERS GROUP LAUNCH!

- a. We are about to begin a new chapter with our ILS, as our new contract begins this September. We are introducing a new meeting opportunity for Sierra users to come together. Each session will include a training opportunity, an update on product releases and upgrades and a user forum, where we can share ideas, ask questions and discuss out enhancements needs. The user group will meet 2-3 times, which of course we can increase if needed. The first meeting will be on August 23rd, 9:00 – 12:00, at MHLS.

2.7 IDEA LAB

- a. Idea Lab is a webspace for Innovative Customers to post enhancement requests. The requests are reviewed by a committee of experts (Laurie is a reviewer) who make sure the idea is not already possible, in the archive or currently in review. The idea must then be promoted by enough people who “like” it, as in social media. A value-added statement helps to ensure that the idea gets promoted.
- b. Anyone can join Idea Lab. Please commit at least one member of the library staff to joining the Idea Lab. The ideas that align with MHLS needs will be sent to the Notices list, in the form of a link, for staff to quickly log in to approve with a quick thumbs up and a statement of how it will improve their workflow. The statements should be unique, but we will provide enough information to make a brief case. Please commit through [Action Memo 19-04#](#)

3 COORDINATED IT SERVICES

3.1 “NEW KNOWLEDGEBASE” WEB PAGE TO LAUNCH IN EARLY JULY

- a. MHLS Technology Operations team is working to update and migrate all data into a new platform that will launch in early July. The new platform will be more intuitive and user friendly. Resource Sharing advisory committee members had a sneak peak at the last meeting.
- b. As we launch the new features and functions obtained in our new ILS contract, the “Sierra Roadmap Knowledgebase area will keep administrators and staff in the know, by featuring the roadmap, with documentation, talking points, milestones and steps for library readiness.
- c. Focused on you – the user. The new design will provide a better experience for the end user by grouping information to tasks. We will be moving from a PDF based documentation to html, where we will be tagging the documents to improve your success with the search tool.

3.2 MHLS MOVES TO OFFICE 365

- a. MHLS has migrated recently from Dropbox, our Mail service Zimbra, and purchased licensing, in favor of Microsoft’s Office 365 educator’s subscription. The migration helps to consolidate our processes, provide a new environment for improved collaboration, to keep our software updated. The subscription significantly reduced and helped to stabilize costs. We are learning new skills and reorganizing our infrastructure.
- b. Digital cleanup was part of the process. Staff were introduced to the new structure in training, and dedicated time to digital cleanup. It took a few weeks, but we reduced files by more than half, removing duplication and files that were identified to trash. We archived a great deal of items we thought had potential for future use. We organized organizational files into a single structure and created Team resources for departmental files. Each individual also has a OneDrive account.

3.3 TAG IT!

- a. Our IT Team has been reviewing the MHLS hosted websites for accessibility issues. The most common misstep is not including Alternative Text (ALT Tags) for images, and page headings. The Alt Tags, live in the coding of the image and links to describe the element, providing the detail that someone who is sight challenged. The description is available by rolling over. Flyers that

describe a program, should include the necessary ALT Tag info to get specifics across, and at the very least a title. MHLS hosted sites are encouraged to include Alt Tags for their posts. Please include that information in the ticket when you submit it.

- b. A great resource to learn more about accessibility <https://www.w3.org/WAI/tips/designing/>

4 PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION

4.1 FALL TRUSTEE EDUCATION SERIES

- a. Trustee Essentials
 - Tuesday, September 10th from 9:30am-12:30pm @MHLS
 - Thursday, September 12 from 5:30-8:30pm @Mahopac Library
 - Saturday, September 21 from 9:30am-12:30pm @Cairo Public Library
- b. Intermediate
 - Legal Issues
 - Saturday, October 5th from 9:30am-12:30pm @ Hudson Area Library
 - Financial & Fiduciary
 - Thursday, October 17th from 9:30am-12:30pm @MHLS
- c. Advanced
 - Strategic Thinking: Advocacy & Planning
 - Wednesday, October 30th from 5:30-8:30pm @Patterson Library

4.2 SOCIAL MEDIA ROUND TABLE

- a. The Mid-Hudson Library System is creating a Social Media Roundtable for member library staff and trustees to discuss how libraries use social media, ask questions, share their current practices, and learn about upcoming trends in the marketing world that will affect libraries.
 - To help us gauge interest in this event, please fill out this survey by August 2nd
 - <https://bit.ly/2EHoOlp>
 - The first meeting will be Friday, September 20th from 10:00-11:30am @ MHLS

4.3 FALL INTO BOOKS 21ST ANNUAL CHILDREN'S & TEEN LITERATURE CONFERENCE – EARLY BIRD DISCOUNT DEADLINE JULY 30TH

- a. Registration is open for the Fall Into Books 21st Annual Children's and Teen Literature Conference. The conference will be held on Friday, October 25th. 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 Speakers Lucy Miller, Jaclyn Heeny, and Melinda Grey, author presentation from Margaret Peterson Haddix, 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.
- b. Early Bird Registration must be postmarked by July 30, 2019.

- c. Information and registration at <http://midhudson.org/fall-into-books>

5 CONSULTING & DEVELOPMENT

5.1 NYS ELECTION LAW

- a. All Libraries: 3-110 Amendment
 - Section 3-110 previously allowed for an employee to take off up to two hours of paid leave time to go and vote, this law has been amended to allow for three hours of paid leave time to vote in the general election.
 - The employee shall be allowed time off at the beginning or end of their shift.
 - To be entitled to voting time off, employees must be registered to vote and must provide at least two days' advance notice of the need for time off to vote.
 - You must post a notice at least ten days in advance of an election to inform employees of this provision of law. Sample notice is available at: <https://midhudson.org/wp-content/uploads/2012/11/DOC052919.pdf>
- b. For 414 Libraries: 4-108 Amendment
 - Section 4-108 has been amended to require at least three months notice prior to the general election notice of a proposition instead of 36 days. This significantly alters the deadline for 414 petitions to be submitted to town clerks for transmission of the petitions to the Board of Elections.

5.2 THE GREAT GIVE BACK

- a. 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 19, and MHLS libraries have the opportunity participate in this statewide effort.
 - To get more info on the Great Give Back and to get some ideas about how your library can be a part of this, you can watch the recorded webinar, which is available to view at <https://midhudson.org/great-give-back/>.
 - If your library is interested in participating in the Great Give Back this year, please fill out this very brief form by **June 30th**: <https://bit.ly/2QvunOJ>
 - We'll be hosting online meet ups to give library staff space to talk about how to get started planning and promoting the Great Give Back in their communities on July 17th and September 10th.
 - If you have questions about the Great Give Back, or are wondering how your library can get involved, contact Courtney Wimmers, Outreach and Engagement Specialist at cwimmers@midhudson.org or 845-471-6060 x 253.

5.3 GUIDANCE ON LIBRARY SMOKING BAN

- a. In December 2018, Governor Cuomo signed into law legislation to prohibit smoking within one hundred feet of the entrances, exits or outdoor areas of any public or association library. This

new law will take effect June 19th, 2019. Vaping is not prohibited by the law in the same areas, but libraries can adopt policy to restrict the use of e-cigarettes.

Compliance with the new law:

- Libraries are required to prominently post and properly maintain signage outside of each door of the building, regardless of whether such door serves as a public entrance or exit, where the 100-foot restricted perimeter begins, or as close to the restricted perimeter as possible. Signage should either clearly denote that smoking is prohibited within one hundred feet or use the international “no smoking” symbol.
- Libraries are required to inform employees about the new law and designate an agent to inform non-employees when they are in violation of the law.

5.4 MEASLES OUTBREAK GUIDANCE

- a. The Centers for Disease Control and Prevention (CDC) has reported over 500 cases of measles in New York City and over 250 cases in nearby Rockland County. One in four people who contract the measles virus require hospitalization, and the effects of the infection can lead to serious conditions including brain swelling and brain damage, and even death. The infection is especially dangerous for babies, who are too young to be vaccinated against the virus, and anyone who can't receive the vaccination, because of a compromised immune system. Measles is very contagious, and libraries should be prepared as people begin to travel in the summer.
- b. The Ulster County Health Department recommends libraries take the following steps to prepare for the possibility of a person with measles or another communicable disease coming into the library.
 - Make sure staff consult their doctor to find out if they're protected from the disease through vaccination or past infection.
 - Post informative fliers describing the symptoms of measles and asking people with these symptoms to stay home like this one: <https://bit.ly/2VNOE2W>
 - Wait for more info from your County Health Department.
- c. The CDC has more information and resources on measles at www.cdc.gov.

5.5 OVERVIEW MHLS SEXUAL HARASSMENT PREVENTION TRAINING TOOLS [WEBINAR]

- a. This webinar will review the Sexual Harassment Prevention Training and Feedback Form and how to administer it for library staff, trustees, and volunteers. The state's most recent Sexual Harassment Prevention Law requires every employer in New York State, including all libraries, to adopt sexual harassment prevention policy and sexual harassment prevention training that meet or exceed the law's minimum standards. MHLS has put together guidance and resources to help ensure libraries are in comp
- b. liance with this new law, including a Training and Feedback Form to satisfy the training requirements set by the state. The required training must be carried out for all library employees, trustees, and volunteers by October 9, 2019.

Overview MHLS Sexual Harassment Prevention Training Tools [Webinar]

Friday, June 28, 2019 10:00-11:00am

You can register here: <https://bit.ly/2MhnMsQ>

5.6 2020 CENSUS

- a. Linda Berk and Mario D. Garcia from the U.S. Census Bureau presented an overview of what to expect and how to prepare for the upcoming Census. MHLS will continue to provide resources and will develop training for best practices in helping people understand the value of the Census and how it affects them, and helping patrons complete with the Census. Communication with community organizations will be a key strategy for getting the message out about why people need to make completing the Census a priority. In support of this kind of effort, several libraries, have already begun organizing Complete Count Committees in their areas to get as many people counted as possible.
- b. ALA has released the Libraries' Guide to the 2020 Census, which has a lot of useful info. Access it at the link here: <https://bit.ly/2HMTc6c>

5.7 ESSENTIAL DOCUMENTS INVENTORY

- a. It's that time again! This summer you will receive a custom report for your library which indicates the essential documents that are on file with MHLS. We are asking you to send us:
 - Anything that you've completed since the last time we requested these documents
 - Any updates you've made to items we may already have on file
- b. As always, policy samples and starter question are available on midhudson.org

6 COOPERATIVE COLLECTION DEVELOPMENT & DIGITAL COLLECTION ACCESS

6.1 RB DIGITAL BUTTON UPDATED

- a. We introduced RB Digital in 2016. It was time to remove the "New" from the button. The smaller button was created to match the color of other existing buttons for a more unified look.

7 AWARENESS & ADVOCACY SERVICES

7.1 DISCOUNTED NYLA ORGANIZATIONAL MEMBERSHIP

- a. MHLS has negotiated another year of the 15% discount on NYLA Organizational Memberships.
 - For those libraries that took part in the discount bulk order last year:
 - You will receive your 2019 forms (Associate Member Worksheet & Trustee Registration form) next week so you can review them, if nothing has changed just send them back. If there are updates we'll also enclose blank forms (also attached to this message) so you can update the info and send it in.
 - Forms are due back to the MHLS Business Office, attn: Joan Kay by June 28.

- MHLS will issue your library an invoice based on the information you provide which will be due in July to ensure we keep everyone on the same timeline.
- For those libraries that did not take part in the bulk order last year but would like to take advantage of the 15% discount for this year:
 - Please submit this form to Joan Kay in the MHLS Business office by June 29:
 - <https://bit.ly/2wsu524>

7.2 COUNTY FUNDING ADVOCACY REPORT

- a. The [2019 County Funding Advocacy Report](#) is now available.
- b. Thank you to the county leaders who participated in the 2019 County Funding Advocacy Group:
 - AnnaLee Dragon (Columbia County), Julie DeLisle (Columbia County), Mary DeBellis (Dutchess County), Dawn Jardine (Dutchess County), Debra Kamecke (Greene County) Michele Capozella (Putnam County), Margie Menard (Ulster County)

7.3 NYLA ANNUAL CONFERENCE ATTENDANCE SCHOLARSHIP

- a. The NYLA Conference Scholarship from the Mid-Hudson Library System is designed to help provide new library directors and new library staff with the opportunity to attend the Annual Conference of the New York Library Association by matching funds provided by the library to underwrite conference attendance. “New” is defined as serving in the role of director or at the library as a staff person for three years or less.
 - This is a competitive scholarship. One application per library will be accepted. Maximum request: \$500. Minimum request: \$250. Member libraries applying for the grant must agree to at least match the awarded amount.
 - Eligibility requirements:
 - A “new” director or staff person must have been in their role for three (3) years or less.
 - The member library’s board must designate the eligible staff member and authorize the library to apply for this award. This action should be recorded in the Board’s minutes.
 - The attendee must provide a personal statement that answers the following questions in 300 words or less:
 - Why are you interested in attending the NYLA annual conference?
 - How do you think attending the NYLA annual conference will assist you with your library responsibilities?
 - How do you plan to share what you have learned with others?

Return the completed application form and personal statement it to Casey Conlin, MHLS Library Sustainability Coordinator by Friday, June 21st. Recipients will be notified in July to ensure you can take advantage of the early bird registration deadline for the conference.

The application form and more info can be found at <https://midhudson.org/nyla-conference-scholarship/>

8 INTERLIBRARY LOAN SERVICES

8.1 MAGAZINES AND OTHER DONATIONS NEEDED FOR CORRECTIONAL FACILITIES

- a. Member libraries that would like to donate materials to the correctional facilities including: magazines, Spanish language materials, encyclopedias published after 2008, coloring books and puzzle books should contact Courtney Wimmers, cwimmers@midhudson.org. All donations must be dropped off at the MHLS offices, they may not be sent through the delivery.

9 CONSTRUCTION PROGRAM SERVICES

9.1 STATE AID FOR LIBRARY CONSTRUCTION TECHNICAL ASSISTANCE WORKSHOP

- a. This workshop is designed to assist member libraries who plan to apply for the FY2019-2020 State Aid for Library Construction Program. This workshop will be particularly helpful to first time applicants.

Construction Grant Technical Assistance Workshop
Thursday, June 27 10:00 am-12:00 pm @ MHLS

You can register here: <https://bit.ly/2QwDoHm>

10 COMMUNICATIONS AMONG MEMBER LIBRARIES

10.1 NO REPORT FOR THIS MEETING

- a. If you have questions about this service area contact Casey.

11 SPECIAL POPULATIONS

11.1 ADULT LITERACY GRANTS

- a. Libraries can now submit an intent to apply form to be part of the 2019-2020 Adult Literacy Grant. Mini-grants of up to \$1,000 will be available for up to 9 eligible member libraries. These grants are meant to help libraries develop and expand adult literacy programs at their library which will help adults in their community improve their education and career opportunities. This grant opportunity is made possible through Adult Literacy Services 2019-2020 funds received by MHLS through the New York State Library's Division of Library Development.
- b. More information, and the 2019-2020 intent to apply form are available at <https://bit.ly/2I2iL1Z>
- c. Intent to apply forms are due to MHLS on **June 25, 2018**.

11.2 FAMILY LITERACY GRANTS

- a. Libraries can now submit an intent to apply form to be part of the 2019-2020 Family Literacy Grant. The Family Literacy grant is designed to help your library work on building its capacity to provide early literacy services in your community based on the best practices of this parent education initiative.
- b. This early literacy training program will run from July 2019 – June 2020 and is limited to 10 member libraries. During this time, these libraries will:
 - Attend 5 mandatory meetings/trainings that will cover the full curriculum of the Ready to Read at New York Libraries: Early Childhood Public Library Staff Development Program.
 - Receive support from MHLS staff, from member library peers in the cohort, and from professional materials provided by MHLS.
 - Receive funds to the library for early literacy materials
- c. All libraries who did not participate in the last Early Literacy Cohort (January 2018 – June 2019) are invited to submit an intent to apply form.
- d. More information, and the 2019-2020 intent to apply form are available at <https://bit.ly/2I2iL1Z>
- e. Intent to apply forms are due to MHLS on June 25, 2018.

12 COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

12.1 NO REPORT FOR THIS MEETING

- a. IF you have questions about this service area contact Rebekkah

13 ADMINISTRATIVE

13.1 MHLS ANNUAL MEMBERSHIP MEETING – SAVE THE DATE!

- a. Friday, October 25th at the FDR Presidential Library & Museum [<https://www.fdrlibrary.org/>]
- b. Keynote Speaker: Miguel A. Figueroa, Director, Center for the Future of Libraries at the American Library Association

13.2 MEMBER LIBRARY MILEAGE EQUALIZATION GRANT PROGRAM

- a. [Information & Details](#)
- b. [Claim Form](#) (due July 15 & December 15)
- c. [Mileage Chart](#)
- d. [Library Resolution Details](#)

13.3 ANNUAL REPORT TO THE STATE

- a. The New York State Library Division of Library Development reports that all member library annual reports for 2018 for the Mid-Hudson Library System Annual have now been approved.