

## Executive Director's Report to the MHLS Board | July 2019

### 1. 2019 NYS Legislative Session Report

#### a. State Aid for Library Construction:

- i. The Legislative Session wrapped up with excellent news for the State Aid for Library Construction Program, both houses approved a bill to restore the \$20 million the Governor cut from the program. This should put the program back to its high-water mark, reached last year, of \$34 million. This is dependent on the Governor signing the bill that restores these funds.
- ii. Bills related to the program that would extend the availability of the “economically disadvantaged community” reduced match option; decrease that match option to a 90/10 match; and a new bill to allow applications for coordinated grant applications among multiple libraries were all passed by the legislature and await signature by the Governor.

#### b. Legislative Grants-in-Aid Program: The funds available this year were significantly reduced. As a result, just ten of our libraries will receive grants-in-aid, or “bullet aid,” this year rather than the full complement of grants we saw in the past few years to all of our libraries:

##### i. Senate Grants-in Aid

- Beekman Library: \$13,889
- Brewster Public Library: \$13,889
- Reed Memorial Library (Carmel): \$13,889
- Elting Memorial Library (New Paltz): \$2,000
- Mahopac Public Library: \$13,889
- Patterson Library: \$13,889
- Pawling Free Library: \$13,889
- Rosendale Library: \$2,000

##### ii. Assembly Grants-in Aid

- Brewster Public Library: \$13,000
- Roeliff Jansen Community Library: \$13,000

#### c. Double Taxation Study: A.7441-A Ryan/S.5522-A Skoufis passed in both houses and is predicted to be signed by the Governor shortly. This bill charges the State Education Department to study double taxation due to overlapping library districts and for the Department to make recommendations as to how to address these double taxed areas. The study will include: the estimated number of residents paying for more than one district and how much they are paying; economic impact on library districts that would result if residents were prohibited from being assessed for more than one district; and ways the economic impact upon library districts could be minimized. This report is due by December 31, 2020.

## 2. Delivery Services

- a. We have been operational with Valley Courier as our delivery vendor since May 17<sup>th</sup>. The new vendor worked well with us to meet our expedited start date and the transition period has also gone well. I'd like to thank Tom Finnigan, MHLS Delivery Operations Manager & Chris Herron, MHLS Facilities Manager and Delivery Operations Assistant Manager for their excellent management of delivery services. They did a great job of managing some difficult moments over the past few months and have completed a major project to create standard operating procedures for all stops which involved visiting every member library facility in the span of week!
- b. Funding for Delivery Services
  - i. The Central Library/Collection Development Advisory Committee (CL/CD) and System Services Advisory Committee (SSAC) have approved a financial plan that uses a combination of MHLS Operating Funds, Central Library Development Aid and an increase to the Members' Assessment for each of the next three years. This is the plan presented to the board at your May 2019 meeting.
    1. The 2020 Members Assessment was unanimously approved by the Directors Association (DA) at their June 11<sup>th</sup> meeting. This financial plan includes a 1% increase, the first increase in eight years, as part of the overall financial plan to pay for delivery services.
- c. Revised Delivery Stop Schedule
  - i. In October 2015 the DA voted to implement a delivery stop model based on volume. The System Services Advisory Committee reviewed and proposed an update to the MHLS Delivery Services Stops Schedule, which is now based on a three (3)-year average of delivery volume.
  - ii. The SSAC approved the revised delivery stop schedule effective July 8. This revised schedule includes an exception for the Stanford Library who will be opening in a new facility later this summer.

## 3. Integrated Library Service (ILS) Update:

- a. Members Capital Fund Policy Amendment: The Members Capital Fund Policy states the terms and conditions for the collection, administration, and expenditure of the members' capital funds. The current Members Capital Fund Policy was approved by the DA in October 2016 and by the MHLS Board of Trustees in December of 2016. Given the February 2019 vote of the Directors Association (DA) and March 2019 vote of the MHLS Board of Trustees to collapse the expenditure categories of the fund in to one general fund to reflect the future environment the System will be operating in with our new subscription-based ILS contract the policy should be

updated to reflect this and edited for clarity. At the recommendation of the System Services Advisory Committee a revised version of the policy was adopted by the DA at their June meeting. This DA-approved version comes before you at your July meeting for your consideration.

- i. Please see the board packet for the revised version.
  1. Former version is viewable [here](#)
- b. Workflow Consultation for MHLS Staff: Thanks to the investment of funds from the Members Capital Fund approved by both the Directors Association (DA) and the MHLS Board we recently had a three-day consultation with Ann Talley from Innovative in June. This was a “workflow consultation” that provided a comprehensive review of our Sierra installation and our current in-house practices and procedures related to all things Sierra including cataloging, Inter-Library Loan, and the rollout of new products that come with our new contract. We will receive a written report from Ann later this year on her findings and recommendations but overall, Laurie reports the visit was already bearing results thanks to the conversations Ann sparked among the staff and the recommendations she shared while here with the staff.
- c. ILS Road Map Approved: The DA approved the ILS Road Map developed by staff with input from the System Services Advisory Committee and Resource Sharing Advisory Committee. This Road Map prioritizes our implementation plan for new products/features of our Sierra and remains unchanged from our reporting on the draft provided at your May meeting. First up: text messaging for patron notices!

#### **4. Library Sustainability Team Activities**

- a. Professional Development & Continuing Education Highlights
  - i. We have overhauled our internal planning and publicity timeline for PD/CE events at MHLS and created new documentation and online forms to create staff efficiencies. This process included training for all staff at MHLS who produce programs on the new AV equipment in the MHLS Auditorium, safety guidelines for managing groups in the Auditorium and new procedures for catering events.
  - ii. A full complement of Trustee Education, Leadership Events, Community Engagement workshops and Sierra training are on the schedule. Staff are introducing several new tracks related to Sierra training (such as the brand new Sierra Users Group and “101” level classes for circulation and cataloging staff) and community engagement work (such as the new Social Media Roundtable and a new meet up for staff who do programming in libraries), as outlined in our Action Plan for the year.
- b. Consulting & Development Highlights
  - i. Two counties, Columbia & Greene, are working with MHLS staff to pilot the use of [Project Outcome](#), an outcome-based evaluation tool, to evaluate programs in the county to generate data for county advocacy purposes.

- ii. Seven member libraries are participating in our [2019 MHLS Lab Project](#) which is focused on increasing program attendance in their libraries, the results of their work will be shared at the 2019 PR Exchange at the September DA meeting.
    - 1. FYI: The 2018 Lab Project libraries have been invited to present a session at the New York Library Association conference in Saratoga Springs this November! This group was focused on patron activation and retention.
  - iii. We are assisting six libraries with their bids to become certified under the New York Library Association's [Sustainable Library Certification Program](#), the same program we ourselves are engaged in to work on issues related to environmental conservation, economic stewardship and social equity.
  - iv. Four member libraries are fielding teams in the 2019 MHLS Turning Outwards Program, which is based on resources available through the American Library Association's [Libraries Transforming Communities](#) initiative. This program facilitates the engagement work necessary to create a community-based long-range plan.
  - v. More than half of our libraries are participating in a brand new statewide program called [The Great Give Back](#) which shines a light on the good work libraries do throughout our system to facilitate service projects that benefit the community.
- c. Awareness & Advocacy Highlights
- i. We have conducted an analysis of our field of state legislators and have begun targeted work to engage them with the System and its services. Watch for specific outreach requests to find out how you can help!
  - ii. A new workshop offering tentatively called "Advocates & Ambassadors" will be launched later this year to help grow our base of supporters who feel confident to participate in advocacy activities (particularly local, county and state advocacy).
  - iii. Casey Conlin, MHLS Library Sustainability Coordinator, has taken a lead role in the state to keep libraries on the frontlines of the 2020 Census work that needs to be done in our communities.
- d. Construction Program
- i. A record number of libraries have indicated their intent to apply for the State Aid for Library Construction Program this year. Casey and I have been working to get ahead of the increased workload by offering a technical assistance workshop and increased number of "office hours" to assist our libraries in accessing these funds.
- e. Special Populations
- i. Both our [Family Literacy and Adult Literacy grant applications](#) have been approved by the NYS Division of Library Development. Congratulations to Courtney Wimmers, our new Outreach & Engagement Specialist for her work on these applications.
  - ii. Courtney hosted her first regional Correctional Facility Librarian meeting earlier this year, collaborating with the Ramapo Catskill Library System to bring together area corrections librarians and facilitate the mandated continuing education and

administrative work we need to do with this target audience.

## **5. Sexual Harassment Prevention Training**

- a. MHLS Board: All MHLS Trustees must file their Sexual Harassment Prevention Training Feedback Form by September 1<sup>st</sup> with Peggy Winn, MHLS Administrative Associate. The procedure and form are linked on the MHLS Board page or you can use this direct URL:  
[https://board.midhudson.org/wp-content/uploads/2019/06/SHP-training\\_MHLS-BOT\\_May2019.pdf](https://board.midhudson.org/wp-content/uploads/2019/06/SHP-training_MHLS-BOT_May2019.pdf)
- b. MHLS Staff: We have signed a contract with KnowBe4 to provide and manage this mandated training for MHLS staff. We are well on our way to being in compliance with the new law by having all MHLS stakeholders trained by the deadline of October 9<sup>th</sup>, 2019. Thanks to a partnership with the Suffolk Cooperative Library System we negotiated a 58.5% discount for this product for the first year.

## **6. Variance Requests Approved by the NYS Division of Library Development**

- a. At your March meeting you accepted two variance requests which have now been approved by the Division of Library Development. Both libraries have until the end of the year to come into compliance. We will be working with both libraries to ensure they can meet that deadline:
  - i. [LaGrange Association Library](#)
  - ii. [Roeliff Jansen Community Library](#)

## **7. Town of Union Vale Contract**

- a. We have sent a draft contract to the town board of Union Vale. They have acknowledged the receipt of the draft but have been unable to share their timetable for negotiations so far despite our inquiries.

## **8. Board-to-Board Visits & Talking Points**

- a. Thank you to all MHLS trustees who have let me know you are visiting member library boards, this is helpful so we can brief you on any local issues before you get there and to ask for your help with getting the word out about initiatives and opportunities at MHLS. We are now formally tracking board-to-board visits so appreciate the head's up and completion reports.
- b. For the next few months we are asking for your help to promote two things
  - i. MHLS Annual Membership Meeting: Friday, October 25<sup>th</sup> at the FDR Presidential Library & Museum in Hyde Park, NY. Keynote Speaker: Miguel Figueroa, Director, Center for the Future of Libraries, American Library Association. His talk is entitled "Trends, Signals, and Changes": In a fast-changing world, the advantage is given to those who understand the larger context in which they operate. Libraries have a strong tradition of looking broadly at the changes and trends in their communities and adapting their work to meet new and emerging needs. What changes in society, technology, education, and other

areas are shaping new library innovations? And how do libraries affirm (and expand) their professional values and aspirations while still adapting to changing contexts?

- ii. Awareness of the role libraries can play in the 2020 Census, both to promote that it is happening and preparation to assist residents to fill out the Census online. For more information check out the American Library Association's [Libraries' Guide to the 2020 Census](#)

## **9. Executive Director's Event Participation: May-June**

- a. Delivery Service Funding Task Force
- b. Legal Issues for Trustees Workshop (presenter)
- c. DA Workshop
- d. Advanced Trustee Workshop: Strategic Thinking (presenter) @Kinderhook Memorial Library
- e. Central Library/Collection Development Advisory Committee
- f. Financial & Fiduciary Responsibilities Workshop for Trustees (presenter) @Kingston Library
- g. Dutchess County Dinner (presenter) @Morton Memorial Library & Community House (Rhinecliff)
- h. Columbia County Library Association @Valatie
- i. Trustee Essentials Workshop (presenter) @Kingston Library
- j. Advanced Trustee Workshop: Strategic Thinking (presenter)
- k. System Services Advisory Committee
- l. MHLS Nominations & Election Committee
- m. Sustainable Development Goals in Libraries Today: The Role of Libraries in Strengthening Our Communities (presenter) @The Dag Hammarskjöld Library, United Nations
- n. Putnam County Library Association Dinner (presenter) @Patterson Library
- o. 414 Committee Meeting, Putnam Valley Free Library
- p. Next Library Conference (presenter) @Aarhus, Denmark
- q. Directors Association Meeting
- r. New Director Forum (facilitator)
- s. Green Business Partnership Award Event @White Plains
- t. Leadership & Management Academy (presenter) @New York Library Association
- u. Columbia County Library Association @Claverack Library
- v. 2019 MHLS Lab Project Meet Up
- w. Ulster County Library Association @Hurley Library
- x. Greene County Library Association @Hunter Public Library
- y. American Library Association Conference @Washington DC
- z. Putnam County Library Association @Carmel
- aa. New York Library Association Legislative Committee
- bb. Construction Grant Technical Assistance Workshop (presenter)
- cc. Livingston Free Library Chartered Service Area Discussion