1 MHLS REPORT TO MEMBER LIBRARY DIRECTORS – FEBRUARY 2020

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

2 DELIVERY SERVICES (REBEKKAH)

2.1 PLEASE RETURN EXTRA DELIVERY BINS

a. Just a reminder that we greatly appreciate it when libraries return extra delivery bins that accumulate in your facility.
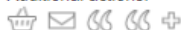
3 INTEGRATED LIBRARY SYSTEM & CATALOGING SERVICES (LAURIE)

3.1 MUSEUM PASSES IN ENCORE

a. Museum passes are one of the hottest tickets that libraries have to offer. Letting patrons know what you have and how to access them couldn't be easier. The image below illustrates an example of a museum pass in Encore. If you are interested in displaying your museum passes in the shared catalog and have questions, please open a support ticket at techsupport@midhudson.org.

- o Chatham Library has them available at the library – Ask Staff
- o Roeliff Jansen has them available through their Museum Pass booking software online, patrons can click the link to see what is available or request for a later date. This is possible through a subscription to TK Mars (formerly tixkeeper).
- o New Lebanon, North Chatham and Pine Plains are linked as standard items, but cannot be held by patrons outside of their library (Local holds only)

Norman Rockwell Museum : museum pass
Museum Pass | Norman Rockwell Museum | [2010-].
Available at Hillsdale, Copake, Ancram Adult (Call number: Norman Rockwell Museum Pass [for RJCL patrons]) plus 3 more

→ Click here for more information about the museum.

Request it

Additional actions:

Items   ☐ only show available

Location	Call No.	Status	
Chatham Adult	Norman Rockwell Museum Pass/Local Holds	ASK STAFF	
Hillsdale, Copake, Ancram Adult	Norman Rockwell Museum Pass [for RJCL patrons]	CHECKED IN	Hillsdale, Copake & Ancram residents : Click here to reserve this pass
New Lebanon Adult	Norman Rockwell Museum Pass [for New Lebanon Library patrons]	CHECKED IN	
North Chatham Adult	Norman Rockwell Museum membership card	CHECKED IN	
Pine Plains Adult	Museum Pass-Norman Rockwell Museum	CHECKED IN	

3.2 INNOVATIVE HAS BEEN ACQUIRED BY EXLIBRIS (OWNED BY PROQUEST)

a. Business as usual – this is how I would describe what is happening with Sierra and the suite of products currently related to it. In a webinar held on February 4th for the combined iii/Exlibris customer base, the dual message was that all products currently in production would continue to be supported and even developed for the foreseeable future and through all current contracts. This means that we can expect Sierra and even Encore to continue, unless we choose to follow another path.

b. The "Next Generation" vision is still being formed as the two companies merge and find their footing within their own new organization and within the expectations and needs of their customer base. There will be a bit of wait and see here. What we have learned so far is that Exlibris does not plan to continue developing "Inspire". Rather they will incorporate some of the inspire vision into the development of their own discovery platforms in Primo and Summon. They expect to see full integration between Sierra and Summon by the end of this year. For us, that means there is potential.

c. We have an open dialogue with Innovative support in the form of a weekly call and there is no expected disruption expected in our current implementations. Rebekkah and Laurie have also established a dialogue with our representatives to discuss this transition at a higher level. In addition, Laurie will attend the Innovative Users Group meeting in April.

3.3 MHLS ILS ROAD MAP

a. Decision Center
   1. Text messaging was delivered on October 1st, Mobile worklist in the 2nd week of January, and now we will soon deliver Decision Center, an analytics, reporting and collection development tool that is web based and powerful! Decision Center is particularly exciting because it introduces some very new tools for reporting, but it also expands and improves reporting that we depend on today. For more details, visit the road map page on the Knowledge Base.
   2. Decision Center training will be held in each county, throughout March into early April. Register at http://mid-hudson.evanced.info/signup/calendar .
      i. 3/23 Patterson Library, 10 AM-12 PM
      ii. 3/24 Roeliff Jansen Community Library, 10 AM-12 PM
      iii. 3/25 MHLS, 10 AM-12 PM
      iv. 3/30 Highland, 10 AM-12 PM
      v. 4/2 Cairo, 10 AM-12 PM

b. **Road Map 2.0 to be Developed**
   1. On April 20th the System Services Advisory Committee, the chairs of the Counties and the Resource Sharing and Central Library Collection Development Committee will come together to review the options to include in our next segment of the Sierra Road Map. The group will review Materials Booking, Patron Images, Serials, Inter Library Loan, Media Management and Harvesting. The meeting will be used to select and prioritize implementation.

3.4 Nina Acosta's Maternity Leave

a. Nina Acosta, MHLS Assistant ILP Operations Supervisor, has given birth to a healthy Baby boy and will be away from work for an extended period. Her leave will be followed by a staggered return back which will also include telecommuting.   We have been planning and prepping for this extended leave for months, and while the leave started significantly early, we are prepared.

b. Kerri Carpenter and Tara Stohr will be managing the daily record loads and updates. The first week without Nina brought a higher than normal, yet at the end of each day the work was met and completed. We are being very mindful of volume and the task of meeting it and monitoring it.   Kerri and Tara are both very proficient catalogers.

c. Regular tasks and updates that Nina managed are now divided among Thomas, Kerri and Tara. In the months preceding the leave Nina trained the team and the processes were practiced at least twice by each team member.

d. Overdrive will be managed by Laurie, who is already working with all other eResource Vendors.

e. The Tech Support front line is also taking a more active role in fielding cataloging questions where they can, to give Tara and Kerri more space to keep up.

f. While Nina's expertise is wildly important for projects and solutions, we have planned and managed to complete as much as possible before her departure, and have prepared ourselves as best as possible to meet the challenge of her leave.

4   Coordinated IT Services (Laurie)

4.1 Erate: new Category 2 rules announced + ESL 60-day requirement waived

a. The FCC released the Cat2 Report and Order: https://www.fcc.gov/document/fcc-acts-speed-deployment-wi-fi-schools-and-libraries

On December 3, 2019, the Federal Communications Commission issued a Report and Order making significant changes to E-rate rules for Category Two funding applications. The highly anticipated Order adopts a permanent Category Two budget system for all applicants and establishes streamlined Category Two rules which will take effect starting in Funding Year 2021. The Order also extends the "test period" rules used during Funding Years 2015-2019 for a final year while increasing all applicant budgets by 20% for Funding Year 2020.

Highlights from the Order include:

Rules starting in Funding Year 2021

- All applicant budgets will be reset
- The program will adopt "fixed" five-year budget cycles
- Category Two budgets will be calculated on a school district or library system basis
- The per-site funding "floor" will be increased from $9,200 per site to $25,000

- Category Two budgets will be calculated as an inflation-adjusted $167 pre student for schools and $4.50 per square foot for all libraries (both rural and urban)
- Equipment transfer rules will be eliminated
- A new budget cycle will begin in subsequent five-year periods (e.g. FY2026) with no rollover of funds from cycle-to-cycle

Rules for Funding Year 2020 have been posted https://docs.fcc.gov/public/attachments/DA-19-1249A1.pdf , but the 2021 are pending. If you have any questions, please contact Natalie McDonough, State E-Rate Coordinator for Libraries at natalie.mcdonough@nysed.gov or 518-486-2194

4.2   ERATE - DEADLINE FOR FORM 470 IS FEBRUARY 26

a. Although the FCC Form 470 for FY2020 has been available since July 1, 2019, some applicants have not yet posted their forms or started their competitive bidding processes. We are providing a few reminders below for these applicants well in advance of the February 26 deadline for posting the FCC Form 470.

If you have questions or need more information about any of the information below, you can open a customer service case in EPC or call our Client Service Bureau (CSB) at (888) 203-8100.

Applicants certify an FCC Form 470 to open their competitive bidding process.

Competitive bidding is a formal process to identify and request the products and services you need so that potential service providers can review your requests and submit bids in response. You list these products and services on the FCC Form 470 and then post the form to the USAC website.

- You are responsible for ensuring that the competitive bidding process is open and fair.
- You must wait at least 28 days after the FCC Form 470 is posted to the USAC website before you select a service provider, sign a contract, and certify an FCC Form 471.

The FCC Form 470 must be filed online in EPC.

EPC has a search and download function that will allow service providers with EPC accounts to search for certified FCC Forms 470. Also, anyone – even a service provider who does not have an EPC account – will be able to view a PDF version of your form and its associated RFP documents using the View an FCC Form 470 tool on the Tools page on the USAC website.

For more information on the FCC Form 470 and the competitive bidding process, you can review Step 1: Competitive Bidding and the various guidance documents linked to this page on the USAC website.

- Billed entity number
- New account administrator's name
- New account administrator's job title
- New account administrator's street address
- New account administrator's phone number
- New account administrator's email address. This email address cannot contain a consultant's name or consultant's email domain.
- A brief statement that the current account administrator is absent or no longer with the entity.
- Signature of new account administrator.

If you have an EPC user account, you can attach this request to an EPC customer service case. If you do not have an EPC account, you can call CSB at (888) 203-8100 for assistance and for instructions on submitting your written request by email. Note that you must be an employee of the applicant to assume the account administrator role. If you have any questions, please contact Natalie McDonough, State E-Rate Coordinator for Libraries at natalie.mcdonough@nysed.gov or 518-486-2194

5   PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION (CASEY)

5.1   SOCIAL MEDIA ROUNDTABLE
a.   This roundtable is for all 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. In this session we will discuss

- How to respond to difficult social media comments
- The importance of a social media policy
- What should (and shouldn't) be posted on library social media pages

b.   Friday, March 27th from 10:00-11:30am | MHLS Auditorium
c.   Registration: http://calendar.midhudson.org/

5.2   MHLS LEADERSHIP CIRCLE
a.   The MHLS Leadership Circle will meet after the April 7th DA meeting in the MHLS Auditorium, lunch will be provided. This event is designed for MHLS member library directors to provide an opportunity to discuss the opportunities and challenges of being a library leader.
b.   Our topic is Project Management 101 presented by Ron Kirsop, Executive Director of the Pioneer Library System:

c. Workshop Description: Project management is the practice of initiating, planning, executing, controlling, and closing the work of a team to achieve a specific goal. During this workshop, we will explore how integrating project management practices into your library's culture can increase efficiency, improve communication, and lead to improved project execution at every level.

d. Objectives:
- Explore tactics and strategies for every step of a project's life-cycle from initiating to closing.
- Learn how to implement the number one priority of all Project Managers, communication.
- Discover how to plan and control project scope to avoid unmanageable projects and objectives.

e. Presenter: Ron Kirsop serves 42 small and rural public libraries in Western New York as the Executive Director of the Pioneer Library System. Ron received his Project Management Professional certification in May of 2019 from the Project Management Institute. He mainly focuses on implementing successful projects, team building, productivity, and trustee education.

f. Registration: http://calendar.midhudson.org/

5.3 CIVIL SERVICE WORKSHOP (NEW DATE)

a. This workshop is appropriate for library directors, managers and human resources staff in municipal public libraries, special district public libraries and school district public libraries. Presented by Geoff Kirkpatrick, director of Bethlehem Public Library this workshop is designed to provide an introduction to administering human resources in a public library in a civil service environment. We will discuss:
- Review the purpose and structure of Civil Service Commissions in New York
- What should be in place at your library to ensure compliance
- Best practices to ensure you are hiring great people, disciplining correctly and protecting the library when someone needs to be fired.

b. Friday, April 24th from 10:00am-12:00pm | MHLS Auditorium

c. Registration: http://calendar.midhudson.org/

5.4 PROGRAMMERS FORUM

a. This program is open to all library staff who work on programming for all ages. The goal of this program is to teach programmers about programming for all abilities. Amy Smith, Head of Programs & Youth Services at the Red Hook Public Library, will be presenting on how to add programs for all age groups with cognitive disabilities without breaking the budget. At this program, we will:
- Learn about programming for all abilities.
- Library staff will share their thoughts, questions, and program ideas.
- Library staff will have the chance to chat with other programmers about their work.

b. Wednesday, April 29th from 1:30-3:30pm | MHLS Auditorium

c. Registration: http://calendar.midhudson.org/

6 CONSULTING & DEVELOPMENT

6.1 NYS MINIMUM WAGE (CASEY)
a. For workers in New York State north of Westchester County, the minimum wage was increased to $11.80 per hour effective December 31, 2019. The minimum wage will reach $12.50 on December 31, 2020 and increase to $15 on an indexed schedule to be set by the Director of the Division of Budget in consultation with the Department of Labor.

6.2 TAX CAP RATE FOR SCHOOL DISTRICT LIBRARIES (CASEY)
a. The tax cap rate for school district libraries and libraries with fiscal years beginning July 1 has been set at 1.81%.

6.3 414 & 259 CAMPAIGN PLANNING (REBEKKAH)
a. Please let us know if your library is going for a 259/School District Ballot vote in May or a 414/Municipal Ballot Vote in November this year.

6.4 2020 ELECTION DATES (CASEY)
a. Confirm Petition Deadlines with your Municipal Clerk: Libraries planning to hold budget votes in the general election on November 3, 2020 should plan to submit petitions and other necessary documentation to their relevant town, village, or city clerks before early to mid to July. This deadline will allow those clerks to meet their filing deadline with the Board of Elections, which is 3 months prior to the general election. In 2019, Section 4-108 was 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 and other documents, which must be submitted to town clerks for transmission to the Board of Elections.
b. Other 2020 Election Dates
    o October 9, 2020: Last day to postmark application for general election
        ▪ Application must also be received by board of elections by October 14
    o October 14, 2020: Change of address received by this date must be processed
    o October 24 to November 1, 2020: Early voting
    o October 27, 2020: Last day to postmark application for absentee general election ballot
    o November 2, 2020: Last day to postmark general election ballot
    o November 3, 2020: General election
c. For more information about 2020 election dates, see the link below, and talk to your County Board of Elections: https://on.ny.gov/2UJEMu8

6.5 ELECTRONIC FILING TAX DOCUMENTS (CASEY)

a. The Taxpayer First Act, enacted July 1, 2019, requires tax-exempt organizations to electronically file information returns and related forms. The new law affects tax-exempt organizations in tax years beginning after July 1, 2019.

b. The following IRS forms are included in the mandate:
   - Form 990, Return of Organization Exempt from Income Tax.
   - Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation.
   - Form 8872, Political Organization Report of Contributions and Expenditures.
   - Form 1065, U.S. Return of Partnership Income (if filed by a Section 501(d) apostolic organization).

c. Those who previously filed paper forms will receive a letter from the IRS informing them of the change. Filing deadlines vary by form type. The IRS will postpone the required e-filing of Form 990-EZ for one year, while optional e-filing continues to be available. Although Forms 990-T and 4720 will come under the e-filing requirement next year, the IRS will continue to accept these forms on paper pending conversion to electronic format.

6.6 FRIENDS OF THE LIBRARY SURVEY (CASEY)

a. In order to benchmark Friends Group development, predict trends and optimize support for area Friends Groups we need information about Friends' activities and practices. In March, an Action Memo with a link to an online form will be sent out via the MHLS Notices List for each member library director to complete and submit.

   If you have any questions please contact Kerstin Cruger, Library Sustainability Associate & Communications Specialist, kcruger@midhudson.org

6.7 SEXUAL HARASSMENT PREVENTION TRAINING (CASEY)

a. Sexual harassment prevention training should be completed annually by 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.

   For more information and training resources, visit: https://bit.ly/35kR6mt.

6.8 OATH OF OFFICE REMINDER (CASEY)

a. Many library trustee terms begin on January 1. New York State Public Officer's Law §10 (https://www.nysenate.gov/legislation/laws/PBO/10) requires all public library trustees (but not association library trustees) to take and file an oath of office within 30 days of beginning their term of office. Public library trustees are public officers and the oath of office is required to officially undertake and perform the duties of a public library trustee.

b. If a public library trustee does not properly complete and file an oath of office, the trustee's position may be deemed vacant. See Public Officer's Law §30(1)(h) (https://www.nysenate.gov/legislation/laws/PBO/30).

c. For more information about how and why the oath of office is administered, and where to properly file an oath of office, please see the Oaths of Office FAQ on the New York State Library website: http://www.nysl.nysed.gov/libdev/trustees/oath.htm

6.9 CORONAVIRUS (CASEY)

a. As of February 11, there have been no confirmed cases of the novel coronavirus in New York State. Look to your county health department for guidance for individuals who recently traveled to China. New Yorkers can call the State hotline at 1-888-364-3065, where experts from the Department of Health can answer questions regarding the novel coronavirus. In addition, the Department's dedicated website (https://on.ny.gov/31MJMQm) will be regularly updated, and now includes movement and monitoring guidelines for local health departments and a letter from the Department of Health and State Education Department offering guidance for schools, as well as best practices to stop the spread of the coronavirus and other respiratory issues.

6.10 "FIRST AMENDMENT AUDITS" (REBEKKAH)

a. In light of recent "First Amendment Audits" of public libraries throughout the U.S. including a recent occurrence in Syracuse, NY, it is recommended that your board review, or establish, patron codes of behavior and photography/filming policies at your library.

    a. From the American Library Association's Office of Intellectual Freedom: "A loosely organized social media campaign to "audit" government spaces and agencies for alleged First Amendment violations has begun to target public libraries. The individuals and groups undertaking these self-described "First Amendment audits" claim a right to film in any space accessible to the public, arguing that they're entitled to do so as taxpayers and citizen journalists. Based on their output, their goal is to create videos of their encounters with police, security officers, and public officials that document a claimed violation of the camera person's First Amendment rights. The video is then posted to YouTube or other social media, and used as evidence for a legal claim against the targeted agency or its officers and officials."

    b. For a review of the difference between a public forum and a limited public forum (which is what libraries are) as well as suggestions for your board to consider when reviewing your policies please visit: https://www.oif.ala.org/oif/?p=18859

7 COOPERATIVE COLLECTION DEVELOPMENT & DIGITAL COLLECTION ACCESS (LAURIE)

7.1 OVERDRIVE - HOLD REDELIVERY REPLACES AUTO CHECKOUT ON MARCH 2, 2020

a. **Hold redelivery** is scheduled to go live **the week of March 2, 2020**. At that time, hold redelivery will replace auto- checkout for all new and existing holds. hold redelivery will give your users

more flexibility to manage their holds and allow them to suspend a hold even after it's made available to them, while maintaining their place on the wait list. By enabling users to pass books they don't have time to read on to the next person in line, hold redelivery will help your library connect more readers to the right book, at the right time.

b. **How will it work?** Libby notifications will alert users when their holds become available. We will also add a "Notifications" section to your OverDrive website and the OverDrive app. After receiving notification that a hold is available, users can:

   o Borrow the title within 3 days. *If your library has a different hold pick-up setting, OverDrive will automatically update it to 3 days.*
   o Suspend the hold by selecting "deliver later." This option passes the book to the next person in line while maintaining the user's place on the wait list. After the suspension period (set by the user), the user will be able to borrow the book when the next copy is available.
   o Cancel the hold
   o If the user takes no action, their hold will automatically be suspended as a **one-time courtesy** for 7 days. If no action is taken a second time, the hold will be cancelled automatically.

c. With the removal of auto-checkout, you may see a slight decrease in circulations as users defer checkouts. Overdrive expects this to level off over time as users adjust to the new functionality.

d. **User messaging:** In the coming weeks, we will add the following message on your OverDrive website and in the OverDrive app to provide users with advanced notice of this change. It will link to a Help article with more details.
   "In early March, we're releasing a new feature to give you more control over your holds."

8   AWARENESS & ADVOCACY SERVICES

8.1   NEW YORK STATE (REBEKKAH)

a. The Governor's Executive Budget rolls back the budgetary adds from last year both for state aid and for construction aid.

b. Between now and April 1 all library advocates are encouraged to speak up to their state legislators to educate them about why the Governor's proposal is a bad idea for New Yorkers.

c. New Resource: 2020 Advocacy Guide from MHLS: https://midhudson.org/wp-content/uploads/2012/11/2020-Advocacy-Guide.pdf
   MHLS Webinar: Advocacy Day Briefing with NYLA's new Director of Government Relations & Advocacy, Briana McNamee is and online event scheduled for Thursday, February 13th [Register here: https://bit.ly/2QDREyt] This will be recorded and available at https://midhudson.org/

d. **We're looking for your help to pack the offices in Albany on Tuesday, February 25th for Library Advocacy Da in Albany!** Coordinated transportation along the NYS Thruway is available for $5 a person. All the info you need to come with us to Albany is available at http://midhudson.org/library-advocacy-day/

e. Suggested activities for Advocates:

- o Review the New York Library Association (NYLA)'s 2020 Legislative Agenda: https://bit.ly/3buTpYe
- o Use the NYLA Online Advocacy Center to send a message to key legislators, a draft message is available to get you started, you can use it or wordsmith your own!: https://bit.ly/2utElK4
- o Call or visit your legislator in their local office: https://midhudson.org/topics/sustainable-libraries/advocacy/mhls-legislators/
- o Participate in the MHLS Real People. Real Dollars. Campaign: https://midhudson.org/real-people-real-dollars/
- o TWEEET! Twitter is the #1 social media platform that legislators and their staff tune into – NYLA has drafted Tweets to get you started: https://bit.ly/31IH0f0

8.2   2020 CENSUS (CASEY)

a.   Your library has received print materials to help promote the Census in your community as part of a grant from the Census Equity Fund of the New York Community Trust. There will be a second round of printed materials delivered, which will include Spanish-language materials. You will also receive 9 copies of a children's book, *We Count,* which can help families understand the importance of completing the Census. These books and materials can be distributed however you see fit. For ideas for outreach and promotion around the Census, check out the Sample Get Out the Count Timeline (https://bit.ly/3bxFn8c). The Get Out the Count Timeline also includes communication content for newsletters and social media, library programming to highlight the Census, and digital security best practice for setting up computers and hardware for the Census.

b.   Registration is still open for Census Training workshops
- Friday, February 21st 10 am to 12 pm at Desmond/Fish Library 10524 (Snow date 3/10/2020)
- Thursday, February 27th 10 am to 12 pm at Cairo Public Library (Snow date 3/12/2020)
- Friday, February 28th 10 am to 12 pm at Claverack Free Library (Snow date 3/18/2020)
- Monday, March 16th 10 to 12 pm online
- Registration: http://calendar.midhudson.org/

c.   Information about the Complete Count Outreach Grants (County Census Grants) is being shared with county library association chairs and member libraries as it becomes available. The timelines for these grants have been very short, and the best course of action is to maintain communication with your county government or complete count committee through your county library chair or county library representatives, so you can be aware of and part of the planning for using the funds being allocated by the state.

8.3   COUNTY FUNDING ADVOCACY GROUP (CASEY)

a.   This group will meet @MHLS on Thursday, April 30th We request that at least one representative from each county plan to attend to share best practices for county-level advocacy. Register here: https://bit.ly/2MTTCcX

8.4 FY2021 FEDERAL PROPOSAL WOULD ELIMINATE IMLS

a. The White House has put forth a FY2021 budget proposal that would eliminate the Institute of Museum and Library Services (IMLS). This comes on the heels of Congress allocating an additional $10 million to IMLS for the current fiscal year: https://bit.ly/31LfayA
b. In New York, federal dollars provide the majority of aid to run the NYS Division of Library Development, this division is the primary support for library aid programs in the state.
c. Urge Congress to #FundLibraries
   o Tweet at them
   o Use the American Library Association's Online Advocacy Center: https://bit.ly/2vqv19A

9 INTERLIBRARY LOAN SERVICES (LAURIE)

9.1 WEEDING YOUR PAPERBACKS?

a. Paperbacks in reasonably good shape are very welcome at the correctional facility. You can bring them r

10 CONSTRUCTION PROGRAM SERVICES (CASEY)

10.1 STATUS OF 2019-2020 APPLICATIONS

a. The State Library has reviewed all applications and requested a series of application fixes which we have facilitated. The next step will be review by the Dormitory Authority's lawyers.
b. Libraries recommended for award should expect to hear about the fate of their grants between June and August of 2020.

10.2 GETTING READY FOR THE NEXT APPLICATION ROUND (2020-2021)

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. Introduction to the State Aid for Library Construction Program Webinar:
   o Thursday, April 23rd | 10:00-11:00am
     Please register online for this event at http://calendar.midhudosn.org

c. To get ready for the next round of grant funds:
   o 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)
   o Directors will be sent a 2019 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.

- o Register for a **[NYS Directory Service Account](#)** (necessary to access the online application)
- o **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.
- o **Is your building more than 50 years old?** Check out the State Historic Preservation Office (SHPO) Approval Documentation
- o NYSERDA 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/

11 COMMUNICATIONS AMONG MEMBER LIBRARIES (CASEY)

11.1 NO REPORT FOR THIS MEETING

12 SPECIAL POPULATIONS (CASEY)

12.1 2020 OUTREACH MINI-GRANT PROGRAM INTENT TO APPLY FORM – DUE MARCH 16,2020

a. The Outreach Mini-Grant is administered by the Mid-Hudson Library System using NYS Outreach Categorical Aid funds from the NYS Library Division of Library Development. These funds will be used to award up to $2,000 each to member libraries who wish to develop programs and services to connect to target outreach populations at the local level.

b. Outreach target populations are those 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.

c. Libraries who participate in this grant will be required to identify a target population in their community that falls into the above outreach categories. They will need to provide a project description, timeline, budget, and information on any community partners that may be involved. Libraries who participate will also need to submit an evaluation that measures the success of their project.

d. This mini-grant is contingent on 2020 funding by New York State. At this time, we are seeking a simple intent to apply form from member libraries who are interested. Applications will be sent

to libraries that have filed an intent to apply form. Intent to apply forms, information, requirements and ideas of previous successful projects are available at www.midhudson.org/outreach-mini-grants-2020/

12.2 IF YOUR LIBRARY RECEIVES A DIRECT REQUEST FROM AN INMATE

a. A reminder to all MHLS libraries that if you receive in the mail a reference request directly from a state correctional facility inmate that you should not respond to them – you should send it along to Courtney Wimmers, MHLS Outreach & Engagement Specialist, to forward to the senior librarian at their facility. This will legitimize and facilitate their access to information, as Page 10 of 11 the NYS Department of Corrections and Community Supervision has a mechanism and procedure for information sent to prisoners, and it must involve the facility library.

b. Keep in mind that there is seemingly innocent information that certain incarcerated individuals are not allowed to have due to their history of criminal actions, and when the requests come to you unmediated by a facility librarian it is not possible to determine what those specific parameters are. The best way to serve this patron, if they contact your library directly, is to send the request (including the envelope) to Courtney in the delivery.

13 COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS (REBEKKAH)

13.1 NO REPORT FOR THIS MEETING

14 ADMINISTRATIVE

14.1 ANNUAL REPORT TO THE STATE (CASEY)

a. Each library is required to do an annual report online. All reports must be fully submitted by Friday, February 15th, 2019 at 5pm.

b. As of February 7, 2020, sixty-six member libraries (100%) have logged into the annual report software, and twelve have fully submitted their reports.

c. At http://midhudson.org/topics/statistics-research/annual-report we are continuing to post tips for completing the annual report. There you will find tips and information to help making the process of completing your annual report easier, regardless of how many times you have done the annual report. We are adding new tips to this page as issues come up.

d. Contact Library Sustainability Coordinator, Casey Conlin at cconlin@midhudson.org with any questions regarding your annual report.

14.2 MEMBER INFORMATION UPDATES (CASEY)

a. 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. In January, an Action Memo with a link to an online form was sent out via the MHLS Notices List for each member library director to

complete and submit. In this Action Memo, you were also asked if your library would like to host MHLS training and workshops. If you responded yes, you will receive a follow-up survey.
b. If you have any questions please contact Kerstin Cruger, Library Sustainability Associate & Communications Specialist, kcruger@midhudson.org

14.3 UNION VALE UPDATE (REBEKKAH)

a. The MHLS Board voted to fulfill the Beekman & Millbrook Libraries request for systemwide restrictions should no contract be in place for FY2020.
b. At the request of the impacted libraries we have held off on rolling out the restrictions to allow more time for negotiation with the town. More information will be shared as this situation unfolds.