

MHLS Report to Member Library Directors | November 2024

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

1. Delivery Services

- a. We recently welcomed a **new teammate, Raymond Dangerfield**, who is learning all the MHLS libraries and working firsthand in the resource sharing process of preparing materials for delivery to member libraries and their patrons. Ray enjoys going to the Adriance Memorial Library in Poughkeepsie.
- b. MHLS has a total of **four holidays in November and December when there will be no delivery**. A general reminder to factor in these holidays when forward sorting materials to expedite delivery. Always forward sort for your next MHLS scheduled delivery day after a holiday. MHLS will send a reminder to the notice list prior to any holiday and delivery routes by day and library are at <https://midhudson.org/topics/resource-sharing/delivery/>
 - i. Veterans Day: Monday 11/11
 - ii. Thanksgiving Day: Thursday 11/28
 - iii. Day After Thanksgiving: Friday 11/29
 - iv. Christmas Day: Wednesday 12/25
- c. **Winter is Coming...** Just a reminder that if walks leading from the street to your library are not shoveled, delivery drivers may not be able to make a delivery to your library. If the weather is predicted to be severe, the drivers may deploy the night before to ensure delivery keeps running smoothly. In these cases, a message will be sent to the MHLS-ALERTS list to let you know.
- d. **Delivery Operations Contacts:**
Tom Finnigan 845.471.6060 x244 tfinnigan@midhudson.org
Chris Herron 845.471.6060 x247 cherron@midhudson.org
Dave Haspel 845.471.6060 x248 dhaspel@midhudson.org

2. Integrated Library System & Cataloging Services

- a. **Mobile App Launch** – As happens with many early adopted products, we learned that the consortia conundrum has not yet been solved for. Initially, we were expecting to launch 66 discrete instances of the mobile app. Each would stand alone as a library branded app. We launched the PPLD app in this model, and currently it is available in both app stores. PPLD staff have downloaded it and are testing it out. Once we were comfortable with our first site, we submitted 6 more sites as we were directed to do by Innovative staff. The App Vendor, Solus, immediately requested that we have a conference call to try to understand what we were hoping to achieve and also to push back on our methodology. Instead, they proposed a single app, where each library had branded space and could be set as a default. **I** We are now in the process of building that version of the app. Each site will have a brandable presence in the app that can be customized in the same way as a standalone app.
- b. **Web Access Management Statistics: End of Life**
MHLS will end our collection and posting of Web Management Report statistics at the end of this calendar Year. This report has never been an accurate measure of use, as it reports on all instances of clicks and access points within a single resource, which inflates the actual use count. WAM will remain

in place as an authentication path, but libraries should rely on vendor statistics for use counts beginning in 2025. If you have questions or concerns about getting any statistic after this report ends, please contact Laurie Shedrick to discuss an alternative or future process.

3. Coordinated IT Services

- a. **Tech Support Contracts & Web Site Contracts:** Libraries who use MHLS for IT technical support and for hosted web sites will soon receive the review documentation for your 2025 support contracts. This is the annual contract copy and support menu that you receive each year in your delivery. We ask that you sign and return the copy as soon as possible, and if you would like to make any changes in service levels, let us know and we can send you the version of the contract that suits your needs. Invoicing for the service will take place in January. This early commitment helps us to manage our internal resources and budget for the coming year. Thank you for your quick replies in advance!
- b. **E-Rate-** It's not too late: You are still within a reasonable window of time to begin filing for the 2025/26 funding year. The first step is to get your USAC E-Rate Productivity Center Account in order and up to date. That will set you up to be able to file. The window to create and edit your account will soon end. Putting in a basic request to cover internet access is a good way to get started in your first year. Reach out to Laurie Shedrick to discuss the process and get the next steps for your library.
- c. **Windows 10 end of Support:** As Windows 10 approaches end of support on Oct 14, 2025. Microsoft has released some more information, there will be an option to purchase Extended Security Updates (ESU) for Windows 10. This would extend the support for 1-year (10/14/2026), at a cost of \$61 for business and \$30 for individuals. There is no mention of education or nonprofit pricing.
<https://www.theverge.com/2024/10/31/24284398/microsoft-windows-10-extended-security-updates-consumer-pricing>

4. Professional Development & Continuing Education

a. **MHLS Training on Demand – Now Available:**

Technology Academy

- i. E-Rate series: If you are thinking about **E-Rate** and want to learn more about what it entails, the new E-Rate series in MHLS Training OnDemand Technology Academy might be right for you. This series is designed to get you started. The course will follow the E-Rate cycle with new classes dropping as the season progresses. This series will be created with a lesson for each step as we approach it in the calendar. The first tutorial is available today and new sessions will drop as the cycle evolves. If you would like to receive updates on this series, email lshedrick@midhudson.org or visit the [MHLS Training on Demand Technology Academy](#).

Trustee Academy

- ii. [Trustee Education Series: Multi-Year Financial Planning for Library Boards](#)
- iii. [Trustee Education Series: Policies 101](#)
- iv. [Trustee Handbook Book Club - Governance Structure: The Role of Board Officers and Board Committees](#)

Library Sustainability Academy

- v. [Building a Culture of Accessibility in Your Library](#)
- vi. [Teen Services: Behavior, Programming, and Connection](#)
- vii. [211 Informational Session](#)

- viii. [Learn All About Charitable Gaming from the New York State Gaming Commission](#)

- b. **Sierra Data Entry: Serials and Order Records** | Tuesday, November 19 | 2:00 – 3:00pm | Online | [Click here for more information and to register](#)

- c. **Flood Preparation & Recovery** | Presented by Dan Groberg & Carolyn Picazio, Kellogg-Hubbard Library (VT), Eileen Caulfield, The Smithtown Library (NY) | Free event sponsored by the Sustainable Libraries Initiative | Wednesday, November 20 | 11:00am – noon | [Click here for more information and to register](#)

- d. **New Directors Forum: Library Finance** | Thursday, December 5 | 10:00am – noon | In Person: MHLS Auditorium | [Click here for more information and to register](#)

- e. **Climate Change Communication: How and why to do it in libraries** | Presented by Rebekkah Smith Aldrich, MHLS, Matt Bollerman, Hauppauge Public Library, and Rose Hendricks, Seeding Action Research Director, Association for Science and Technology Centers | Free event sponsored by WebJunction | Thursday, December 5 | 3:00-4:00pm | [Click here for more information and to register](#)

- f. **Introduction to Sierra Circulation** | Wednesday, December 11 | 11:00am – noon | Online | [Click here for more information and to register](#)

- g. **Seven Habits of Highly Effective Boards** (MHLS Trustee Education Series – Advanced) | Thursday, December 12 | 5:30 – 7:30pm | In Person: Heermance Memorial Library (Coxsackie) | [Click here for more information and to register](#)

- h. **Trustee Handbook Book Club: Advocacy** | Wednesday, January 22 | 5:00 – 6:30pm | Online | [Click here for more information and to register](#)

5. Consulting & Development

- a. **2025 Focus on Financial Planning:** During the 2024 Plan of Service Focus Groups with member library directors, a severe trend related to chronic underfunding was identified. Many libraries in the system are struggling with underfunding that is impacting staffing levels, collection development budget lines, and facilities. To this end we introduced a new offering in the MHLS Trustee Education Series this month: Multi-Year Financial Planning for Boards and our focus at the New Directors Forum in December will dive into the basics of library finances.
 - i. **Association & Municipal Public Libraries:** MHLS is strongly advocating for all types of libraries to have an annual vote on your tax levy. With the 2023 passage of a law to amend Education Law 259, now association and municipal libraries have access to the ballot during the General Election with just 25 signatures. If your board would like to learn more about this and think through financial planning that would help your library get into this recommended routine, please reach out to Rebekkah.
 - ii. **2025 Workshop Series Now Being Planned:** Thanks to input from the System Services Advisory Committee we will design a multi-part workshop series for directors that will focus on: Budgeting Basics & Multi-Year Financial Planning; Offering Competitive Salaries & Benefits; Financial Projections for Healthy Print & Digital Collections; and Facility Planning Basics / Capital

Finance Options. We will couple this with consultations and training for boards on sustainable funding and financial planning and Friends Groups on stabilizing and growing Friends Groups and various fundraising topics. If you have thoughts on specific topics/questions you want to make sure are covered in this series, please reach out to Rebekkah.

- b. **Amazon Prime Business Partnership Update:** We will be proceeding with the group purchase of Amazon Prime Business accounts for member libraries. More information will be coming in early 2025.
- c. This is a reminder that all NYS employees and trustees must complete sexual harassment prevention training annually. For guidance on making sure your Library's sexual harassment prevention policy and training meeting the requirements of the law, view [the MHLS webpage on this topic](#).
- d. **Property Tax Cap Forms Due:** Libraries with calendar fiscal years (January-December), who have their own board and have ever held a public vote on their budget are required to submit the online Property Tax Cap form prior to the adoption of your 2025 budget. For more info: [New York State's property tax cap \(ny.gov\)](#)
- e. **The Great Give Back:** 100% of the member libraries participated in this year's Great Give Back and all five county groups in MHLS collaborated on joint efforts. Starting as early as September, libraries statewide provided a day of opportunities for the patrons of the Public Libraries of New York State to participate in meaningful, service-oriented experiences. This year's community service opportunities included hosting pet adoptions and collecting pet supplies for local rescue organizations, collecting wish list items for the US troops serving overseas, collecting new socks for shelters, as well as donations of personal items and food to help local food pantries and local agencies.

6. Cooperative Collection Development & Digital Collection Access

- a. No report this month. Please contact Laurie Shedrick, MHLS Assistant Director and Technology Operations Manager with any questions in this area: lshedrick@midhudson.org

7. Awareness & Advocacy Services

- a. The NYS Division of Budget has told all agencies, including MHLS, to prepare for **flat funding in FY2025**.
- b. Rebekkah Smith Aldrich, MHLS Executive Director, testified at the October 21st **NYS Assembly standing Committee on Libraries & Education Technology hearing on strengthening and improving library services**. Her testimony, attached to this report, focused on increasing aid to public library systems, increasing aid to the State Aid for Library Construction Program; and how libraries contribute to community resilience.
 - i. Of note, at the hearing:
 - 1. The Committee members had a lot of questions about equitable eBook licensing for libraries and agreed to once again pursue the legislation that was almost passed last session.
 - 2. Members of the Committee were intensely interested in how libraries are helping communities in the face of the impacts of climate change. Mid-hearing they began to brainstorm about how to secure more funds for us to adapt library facilities in the face of predicted climate hazards for our state.

3. The Chair of the Committee allowed an “airing of the grievances” of a member library of the Mohawk Valley Library System (MVLS) that is in his local district. This library is currently upset with their system over how they are running their automation agreement. Amid a call to dismantle public library systems *statewide* from this lone MVLS member library, questions from another committee member helped clarify that this is an isolated incident specific to this system. At the heart of the issue is the complaint that MVLS mandates their members to allow the system to control their in-house IT to facilitate the deployment of the ILS and they will seemingly not budge on the issue. (Side note: The State Librarian has been working on this issue all year and is urging mediation between this library and their system to come to a mutually agreeable path forward.) We have asked MHLS member libraries located in the districts of two legislators on this committee to reach out and share their opinion of being members of the Mid-Hudson Library System to provide a counter to this testimony.
4. Civil Service reform is still on the table.

c. The New York Library Association will:

- i. Pursue FY2025 funding levels as follows:
 1. \$176.8 million for library operating aid
 2. \$175 million for State Aid for Library Construction
 3. \$3.1 million for NOVELny
 4. \$11.33/pupil for Library Materials Aid
- ii. Pursue three primary legislative goals:
 1. Freedom to Read
 - a. Protection in Public Libraries ([S.7677-A](#) / [A.7843-B](#)) [NYLA Support Memo](#)
 - b. Freedom to Read Act ([S.6350-B](#) / [A.6873-B](#)) [NYLA Support Memo](#)
 2. eBook Licensing Reform ([S.6868-A](#) / [A.10544](#)) [NYLA Support Memo](#)
 3. Media Literacy in New York State (no bills introduced yet)
 - a. Media Literacy Professional Development
 - b. Library Media Specialist Requirement
 - c. Media Literacy Advisory Group
 - d. Media Literacy Standards

d. 2025 Advocacy Day:

- i. Library Advocacy Day will be Wednesday, February 5th in Albany
- ii. As usual, we are seeking donations from area Friends Group to help underwrite the buses to Albany that will stop along the NYS Thruway on February 5th.

8. Interlibrary Loan Services

- a. No report this month. Please contact Laurie Shedrick, MHLS Assistant Director and Technology Operations Manager with any questions in this area: lshedrick@midhudson.org.

9. Construction Program Services

- a. State Aid for Library Construction Project Numbers and Deadlines
Projects have 6 years to be completed (Chapter 333 of the Laws of NY 2022).
0386-19-**** - July 1, 2018-June 30, 2024

0386-20-**** - July 1, 2019-June 30, 2025
0386-21-**** - July 1, 2020-June 30, 2026
0386-22-**** - July 1, 2021-June 30, 2027
0386-23-**** - July 1, 2022-June 30, 2028
0386-24-**** - July 1, 2023-June 30, 2029
0386-25-**** - July 1, 2024-June 30, 2030

- b. 0386-24-**** State Aid for Library Construction Programs [Announced](#)

10. Communications Among Member Libraries

- a. **Library Information Update Request:** In order to effectively communicate with our members, the Mid-Hudson Library System maintains a database of contact information for our member libraries. Once a year we request an update of this information, to keep our records accurate. An Action Memo will be sent out via the MHLS-Notice List in January 2024 for all member library directors to complete and submit.

11. Special Populations

- a. **EDI Mini-Grants:** 2024 MHLS EDI Mini-Grant Closing Reports are due from member libraries by November 22, 2024. Report forms were sent to all recipients in October. Funds will be distributed following satisfactory completion of the Grant Closing Report. Questions can be directed to Kerstin Cruger, MHLS Outreach & EDI Specialist kcruger@midhudson.org.
- b. **Girls Who Code:** Sign up at girlswhocode.com/clubsapply and list “Mid-Hudson Library System” as your Community Partner to access your free Girls Who Code Club benefits. Get started with [free Girls Who Code Clubs](#) and inspire your students to see themselves as capable leaders and innovators in the world of tech! Girls Who Code’s girls-first programming breaks down stereotypes and encourages all young people to learn to code. Launch an introductory Club for 3rd-5th graders as they explore the world of tech by reading their way through the Girls Who Code NY Times Bestselling books series, or a 6th-12th grade Club which provides members with a “choose-your-own-adventure” style approach to learning how to code through a library of self-guided video tutorials for all skill levels that cover a variety of coding languages, including Scratch, JavaScript, Python, and Swift.

Girls Who Code welcomes into their community and programs anyone who identifies as female regardless of assignment at birth. GWC programs also welcome people who identify as non-binary or gender nonconforming and want to be in a female-identified environment.

- c. **Magazine Donations for Correctional Facilities:** Member libraries that would like to send magazine donations for correctional facilities served by MHLS can use the delivery system. Donated magazines are welcome according to the [guidelines](#) found [here](#). Please read through these guidelines before sending donated magazines through delivery. **No other donated materials may be put in the delivery bins.**

Questions about delivery should be directed to Tom Finnigan, MHLS Delivery Operations Manager, tfinnigan@midhudson.org. General questions regarding magazine donations should be directed to MHLS Interlibrary Loan, ill@midhudson.org.

12. Cooperative Efforts with Other Library Systems

- a. **The 25th Annual Fall Into Books** Children’s and Teen Literature Conference took place on October 24 at the Newburgh Armory Unity Center. More than 90 public and school librarians from the Mid-Hudson Library System, Ramapo Catskill Library System, Dutchess, Orange-Ulster, Rockland, Sullivan and Ulster BOCES attended.
- b. **Digital Navigators of the Hudson Valley** will complete its final training cohort for 2024 on December 31. A “lighter” version of the program, available to individuals who have already completed training will start in early 2025. Using feedback collected from past participants, a new program with training for new navigators will be unveiled later in the year.

13. Administrative

a. **Union Vale Library Update:**

- i. Rebekkah Smith Aldrich, MHLS Executive Director and the three Dutchess County representatives of the MHLS Board (Rajene Hardeman, Barry Ramage, and Richard Swierat) met with the board, outgoing director, and incoming director of the Union Vale Library on September 26th. At this meeting we reviewed the MHLS Path to Membership Procedures approved by both the DA and the MHLS Board.
- ii. On the ballot for the general election in the Town of Union Vale is the following question: *“Shall the Town of Union Vale own and operate a public library?”* Our understanding is that the outcome will not change the state awarded status of a provisional charter one way or the other.
- iii. On October 28th, Rebekkah, Laurie, and Laura met with Greg Belvedere, the new director of the Union Vale Library to primarily review data that reveals usage patterns of member libraries by Union Vale patrons; best practices for print and digital collection development; a basic overview of the Annual Report to the State which this library will be required to file in 2026 for the calendar year 2025; an overview of the Turning Outward approach for strategic planning; and furniture vendors.
- iv. On November 22nd, Rebekkah and Laura will meet with Greg to review the NYS Minimum Standards and help him create a compliance plan for their library.