

MHLS Report to Member Library Directors | November 2022

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

1. Delivery Services

- a. MHLS is in talks with **Valley Courier** to explore another 1-year extension to our contract which would go into effect July 1, 2023.
- b. A general reminder to **factor in MHLS holidays when pre-sorting materials to expedite forward sorting** on route. Always pre-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/>
- c. **Delivery Operations is currently assisting the LaGrange Association Library** with circulation and storage due to their emergency closure. MHLS has helped numerous libraries over the years with temporary storage when situations such as these arise or when members are completing construction or renovation projects and is always willing to assist if needed.
- d. **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 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.
- e. Please help delivery run as smoothly and efficiently as possible by **providing a clear path to your library's incoming and outgoing bin location, notify us of any lock and key changes in advance, and provide any feedback on the service and drivers.**
- f. **Correctional Facility Magazine Donations:** The temporary allowance for member libraries to send discarded magazines to MHLS via MHLS delivery for donation to correctional facilities has been extended through June 30th, 2023. Before sending these materials through the delivery please view the [special guidelines](#).

2. Integrated Library System & Cataloging Services

- a. **Sierra 5.5 and Encore 5.5 upgrades are scheduled.** In the last two DA reports, the updates have been described and the details are in place on the [MHLS Knowledgebase \(KB\) website](#). We now have the updates scheduled and while they will take place before the November DA meeting, this report is a good opportunity to put the dates and the information before you.
 - i. **Sierra: Upgrade begins just after 9pm on November 15th.** MHLS staff will begin testing first thing on the morning of the 16th.
 - ii. **Encore:** Encore update will take place, starting at 6am on **the morning of the 17th.**

If you have noticed that these updates are taking place at a different time of day, you are right. Innovative's Dublin, Ireland office is currently unavailable to manage updates. In order to get the installation complete we had to select from different time zones.

- b. **Vega Development:** The reason we are so anxious to get the Sierra update in place is because it is a requirement of Vega Connect. While Vega Connect will not be available to consortia until late Q1 of next year, MHLS has been given clearance for an early install. We won't be able to test functionality for a multi-site consortia, but we will be able to have hands on access to create documentation and be ready to support deployments when the product becomes consortia ready. This is a game changer for notices, and we believe it will elevate your ability to create brand friendly custom notices that are informative and appealing. We are gearing up to roll this out to you as soon as possible.
- c. **Authority work is happening!** For nearly two decades the MHLS catalog team has managed authority work by hand, updating indexes where the impact was highest or as issues surfaced. For a collection of our size and rapid growth, the scope of this work is not modest. We needed a new model. In addition, our catalogers are committed to a catalog that reflects our communities and their rich heritage and diversity. The Cataloging Team went to work to assess our catalog, took a deep dive into the work that is being done around the country. They attended webinars and reviewed resources that might be used to inform our work. They compiled this work into a thoughtful and well documented recommendation for elevating and evolving our catalog.

At the September meeting, the MHLS board approved a budget that includes a full review of our authorities, an ongoing service for maintenance as well as additions to our local authorities that will allow us to add entries that fully define our collection by adding terms that expose our collection through a more inclusive lens. We will be adding terms that have been embraced by Library of Congress and others that are recommendations from respected authorities. We will also include endonyms for indigenous groups and locations. Our work today is about inclusion, so we will be adding indexes to supplement those in place today, which may yet be used. We have signed a contract with Marcive Inc., who will receive our Bibliographic file and update all authorities, while protecting our local enhancements. The file will be loaded back to our system and updated regularly from that point forward. The cataloging team will continue to update our local authorities on a quarterly basis to build in more diverse methods of finding results. Below are a few examples of edits to our local authorities. If you have recommendations for expanding our local authorities, please provide them by emailing cataloging@midhudson.org. This work is an ongoing process, and we are only scratching what we know to be a very large surface!

Include "Undocumented Immigrants" on instances of "Illegal immigration" subject heading
Include "Hard of hearing" on instances of "Hearing impaired"
Include Chicano Thesaurus terms for Non-Chicano Persons of Latino Heritage
Include "Inuit peoples" on instances of "Eskimos"
Include "Low-wage work" on instances of "Unskilled labor"
Include "Children in difficult situations" on instances of "Problem children"
Include "Indigenous peoples" on instances of "Indians"

Include endonyms for 10 indigenous groups

- d. **We now have forty-six (46) fully fine free libraries**, who do not charge any late fees, and five (5) partially fine free libraries who do not fine some segments of their population or collections. Apologies to New Lebanon, who was overlooked on our listing, yet was fine free since 2020. Since our last meeting Germantown, Esopus, and North Chatham are now fine free. Our next libraries with scheduled to Go fine free are Howland and Wappingers and Red Hook. In the process of going fine free we have worked with each library to consolidate and complete loan rules, removing dependency from our former practice of creating defaults. We have moved to a more discrete method of defining loan rules for each library on all itypes. This makes it more accessible for library administrators to review and manage their loan rules. The cleanup work has reduced the number of lines in our table, giving us more flexibility moving forward. Though, we still need to be conservative we now have a little more breathing room.
- e. It is that time of the year where we ask you to **update the days closed for your library** in the coming year. You can do this In Sierra yourself, up to the current date. Anything beyond that must remain in place to service the remaining weeks of the year. There is also the option to provide your closed dates using [a form posted on the Knowledge Base](#) site.
- f. **Our harvesting processes for NY Heritage records were interrupted briefly, but has now resumed** loading new records as they become available in the NY Heritage digital collection. We now have access to 373,772 digital resources, including [this recent addition by the Claverack Public Library](#),



documenting the blizzard of 1888 (winter is coming!). It was Claverack staff who let us know in the ticketing system that their new collection was not found in Encore. This was not visible to us as the process is running in an overnight unattended process. MHLS is unique in the state for providing access to this content in their public catalog.

3. Coordinated IT Services

- a. **Isaac Barbee has accepted a full-time position** in the MHLS Technology Operations Team after nearly 14 years of part-time service with MHLS. Isaac's new role as IT Support Engineer for the MHLS Technology Operations Team's IT department, will expand his current role and responsibilities in providing network support, Sierra support and hardware support to member libraries and MHLS internal staff.
- b. **The libraries who contract with MHLS for tech support** will soon be receiving the renewal information for 2023 contracts. We will be including the results of our survey of the service with the information. Libraries who do not currently contract with us for service are welcome to request a copy of the survey results. If you have questions about the coming year or would like to learn more about this service please send an email to techsupport@midhudson.org
- c. **Microsoft is ending support for Windows 8 on January 10, 2023.** If you have Windows 8 PCs, consider updating them to Windows 10. You will need to check compatibility on your PC for the

upgrade, but most Windows 8 PCs should support Windows 10. Windows 11 will be an unlikely option as TPM specifications in Windows 11 most likely cannot be supported by the older hardware.

- d. **Connecting NY Libraries: The New York State Library's (NYSL) 2022/23 pilot project to elevate connectivity in libraries across the state will have five (5) MHLS libraries participating.** Dover Plains Library, Mountaintop Library, New Lebanon Library, Northeast Millerton, and Starr Library have been invited to participate, and will begin working with NYSL consultant Carson Block and associates very soon!
- e. While MHLS purchasing is closed for the year, we are still available for to work with you to recommend specs and equipment at any time. Email techsupport@midhudson.org

4. Professional Development & Continuing Education

- a. We are excited to announce that MHLS is launching a learning Management System in 2023. **Training on Demand**, a web-based learning environment, will be available only to staff and trustees of our member libraries. This training is designed to supplement what we already provide and will continue to provide in person and online through the workshops and webinars that you will always find on our calendar at midhudson.org. We have chosen Niche Academy as the platform. This platform provided a means to organize and package training that had already been produced, and it also provided the learning management system that that would give member libraries the ability to self-manage learning needs for their staff and trustees.

Training on Demand will launch with three learning environments.

- Trustee education – this area will provide essential trustee topics, and an alternative opportunity for trustees to complete the required hours of annual training
- Library sustainability – focusing on building strong libraries into the future, that reflect the communities that they serve
- Technology – providing essential training to build staff skills and confidence to be successful in all areas of library technology with a focus on the ILS, catalog and e resources.

At the November DA meeting, Laurie Shedrick, MHLS Assistant Director and Technology Operations Manager will provide more detailed information about the new learning management system including your role to help your staff and trustees connect with this new service point.

- b. **New Directors Forum: Meet-up for new directors on Tuesday, December 6th from 10:00am-noon in the MHLS Auditorium.**
 - i. You are not alone! Join us for an informal gathering of New Directors (in your role for 3 years or less) to discuss relevant topics related to finding your path as a new director. Facilitated by MHLS Executive Director, Rebekkah Smith Aldrich, author of the Handbook for New Library Directors in New York State & co-author of the Handbook for Library Trustees in New York State, this program will address questions submitted in advance by attendees, particularly in the areas of working with your board, planning, and project/time management.
 - ii. Submit your questions here: <https://forms.gle/GVVDxvEGmprPXTfWA>

iii. Please register [here](#).

c. Trustee Education Series:

- i. Our last session of the year, Pathways to Sustainable Funding,” will be held on Monday, December 12th from 1:30-3:30pm in the MHLS Auditorium.
- ii. We will be issuing a survey to gather input on trustee preferences for online vs. in person events; times of day; in-person locations. We will ask for your help to ensure we get a broad amount of input from the 600+ member library trustees in MHLS.

d. Trustee Handbook Book Club [<https://midhudson.org/trusteebookclub/>]

- i. Now available:
 1. “After Party Part II” to answer questions from the live audiences we initially ran out of time for
 2. Effective Meetings Using Parliamentary Procedures
- ii. A new series under the banner of the Trustee Handbook Book Club will be announced for 2023. These will be offered every other month and continue to be archived at <https://midhudson.org/trusteebookclub/>

- e. Annual Report Workshop for New Directors** | Save the (Tentative) Date: 01/25/2023 | Online | 2:00 - 3:30 pm. Please note: This event may be rescheduled based on when the state opens access to the annual report software. The MHLS Annual Report Workshop for New Directors is designed for Directors who are new to submitting the NYS Annual Report with Bibliostat software but is open to all. The workshop will cover:
- Logging in to the software 4
 - Entering your data
 - Dealing with “Edit Checks”
 - Writing “Notes”
 - Submitting your report

5. Consulting & Development

a. Minimum Wage Announcement:

- i. On September 30th the [NYS Department of Labor announced](#) that the minimum wage rate for 2023 will be \$14.20.
- ii. MHLS suggests that library leadership also consider [the first column of the Living Wage Calculator from MIT for your respective county](#) when considering wages for full-time workers at your library.

- b. 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 2023 budget. For more info: <https://www.osc.state.ny.us/local-government/property-tax-cap/real-property-tax-cap-localgovernments?redirect=legacy>

- c. Amendments to Commissioner’s Regulations Part 90:** Assistant Commissioner for Libraries and State Librarian Lauren T. Moore announced that the Board of Regents approved in September 2022 several

amendments to various sections of Part 90 of the Commissioner's Regulations. The amendments are phase one of the implementation of *Chapter 563 of the Laws of 2021*. The amendments are effective as of September 28, 2022.

- i. *Chapter 563 of the Laws of 2021*, effective November 3, 2021, amended Education Law §273 to simplify and modernize State aid formulas for various library aid programs, including coordinated outreach services. Section 90.3(l) of the Commissioner's regulations establishes eligibility criteria for State aid to public library systems for coordinated outreach services. Section 90.3(l) was amended to update language to align with *Chapter 563* and to repeal subdivisions (m) and (n) which establish criteria for family literacy and adult literacy library aid programs. *Chapter 563* merged separate funding for adult and family literacy programs into coordinated outreach and those subdivisions are no longer necessary.
 - ii. *Chapter 563* also consolidated central library development aid and central book aid to create a new central library services aid program. The Department intends to bring forward proposed regulatory amendments to section 90.4 of the Commissioner's regulations, which establishes standards for central libraries, in the coming months. The latest draft is available here: (<https://www.nysl.nysed.gov/libdev/clda/index.html>)
 1. *Please note, the regulations related to this program which the Central Library/Collection Development Advisory Committee operate under are expected to be voted on by the NYS Board of Regents at their next meeting.*
 - iii. Additionally, *Chapter 563* amends Education Law §273-a relating to state aid for library construction. Therefore, the Department also intends in the coming months to bring forward proposed regulatory amendments to section 90.12 of the Commissioner's regulations to implement such amendments. The latest draft is available here: <https://www.nysl.nysed.gov/libdev/construc/amendments.htm>
 - iv. *Chapter 322 of the Laws of 2021* amended various laws, including Education Laws §§273 and 285 replacing the use of the term "inmate" with "incarcerated individual". Therefore, the proposed amendment to Commissioner's regulations §90.14, which relates to State aid to public library systems for cooperation with correctional facilities, updates language in such section to bring the regulations in alignment with *Chapter 322*.
- d. **Great Give Back 2022:** 95% of libraries across the Mid-Hudson Library System participated in The Great Give Back 2022 and four of the 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 coat and food drives to benefit the community, collecting items for youth shelters and foster care centers, and supporting our veterans. Many libraries also partnered with other organizations such as local animal shelters, rehabilitation facilities, and correctional facilities to build connections in their communities and increase the impact of their efforts.
- e. **2023 MHLS Turning Outward Cohort Program Introductory Webinar | 12/8/2021 | 10:00 AM - 11:00 AM**
Libraries interested in participating in the 2023 MHLS Turning Outward Cohort Program are invited to join the introductory webinar, which will outline the value of "turning outward", through community conversations, to seek public knowledge about community aspirations to better guide the future

design of library services, programs, partnerships, and resource allocation. This webinar will also provide a brief overview of the program schedule and expectations for 2023.

[Register for the 2023 Turning Outward Cohort Program Introductory Webinar.](#)

6. Cooperative Collection Development & Digital Collection Access

- a. As discussed at the last Directors Association meeting, Tumblebooks will not be renewed. The subscription ends December 1, 2022, based on the Action taken by this group in the September meeting. MHLS will remove web links from the HomeAccess pages and any MHLS supported library websites. To continue service for your library, contact Rachela Naccarato, Tumbleweed Press, 1-888-622-9609 x 103, rachela@tumblebooks.com

7. Awareness & Advocacy Services

- a. [Our roster of state legislators in our region looks different](#) in the aftermath of the election as well as due to redistricting and retirements. Please take note of your library's representatives who will take office in 2023 and help us help new folks get to know the value of the libraries in their district and how MHLS helps your library, help their constituents.
- b. Save the Date: **New York Library Association (NYLA) Advocacy Day is Tuesday, February 28th, 2023.** All signs indicate this will be a hybrid event with some legislative visits held online and some in person, in Albany. Stay tuned!
- c. **The Right to Read Act was introduced at the federal level.** This act supports recruitment, retention, and professional development of state-certified school librarians; reauthorizes funding up to \$500 million for the comprehensive Literacy State Development Grants and an increase for the Innovative Approaches to Literacy Program to \$100 million; fights book bans by reaffirming that the First Amendment rights apply to school libraries; and provides liability protection for teachers and librarians acting to provide access to reading materials.
 - i. Sign up for updates and action alerts [here](#)

8. Interlibrary Loan Services

- a. No report this month.

9. Construction Program Services

- a. State Aid for Library Construction Project Numbers and Deadlines
 - i. 0386-20-**** - July 1, 2019-June 30, 2023
 - ii. 0386-21-**** - July 1, 2020-June 30, 2024
 - iii. 0386-22-**** - July 1, 2021-June 30, 2025
 - iv. 0386-23-**** - July 1, 2022- June 30, 2028
- b. 0386-22-**** 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 2023 for all member library directors to complete

and submit.

11. Special Populations

- a. **Outreach Mini-Grants:** 2022 MHLS Outreach Mini-Grant Closing Reports are due from member libraries by December 1, 2022. Report forms were sent to all recipients at the end of October. Funds will be distributed in December 2022 following satisfactory completion of the Grant Closing Report. Questions can be directed to Kerstin Cruger, MHLS Outreach & EDI Specialist kcruger@midhudson.org.

12. Cooperative Efforts with Other Library Systems

- a. **Digital Navigators:** Southeastern NY Library Resources Council (SENYLRC) has released a [collection of data and insights](#) from the first three months of Digital Navigator service as part of the Digital Navigators of the Hudson Valley grant. The data was taken from intake, skills assessment and exit forms collected from client interactions during the beginning of the grant period from March 28, 2022 - July 15, 2022.

The second cohort of Digital Navigators will continue through March 2023.

13. Administrative

- a. **MHLS is the first public library system to complete the Sustainable Library Certification Program.**
This effort included action on over 140 activities that addressed the system's environmental sustainability, commitment to social equity, and preparation for economic feasibility. We invite you to join us for a presentation which will review the highlights of this effort in our organization in early 2023.
- b. **Compliance with Minimum Standards**
 - i. MHLS will be asked to authenticate if your library is in compliance with NYS Minimum Standards. Please review your compliance in advance of "Annual Report to the State" season in January-February. This includes ensuring all required info is posted to your web site.
 1. [Title 8 NYCRR 90.2](#) Standards for Registration of Public, Free Association and Indian Libraries
 2. [Helpful Information for Meeting Minimum Public Library Standards](#)