

Consultant Reports
MHLS Directors Association
Meeting of Tuesday July 12, 2016

Merribeth Advocate, Assistant Director

1. MHLS Early Literacy Cohort Project 2016/17 – Application deadline August 12:

- a. MHLS Early Literacy efforts focus on training for member library staff in support of making their library a vital community partner and early learning hub in their community. We are announcing the development of a new MHLS Early Literacy Cohort Program where participants will receive additional support and resources to implement early literacy related services in their library, funded by NYS Family Literacy Funds.
- b. This new MHLS Early Literacy Cohort Program is a great opportunity if your library would like to really work on building its capacity, as part of your library's long range/strategic planning, to provide early literacy services in your community based on best practices. Limited to 12 libraries, the Cohort will run until December 2017. The application is available at <http://tinyurl.com/MHLSearlylitcohort> and is due August 12, 2016.
- c. Note that if the timing of this 1st MHLS Early Literacy Cohort Project doesn't work for your library, in January 2018 a 2nd MHLS Early Literacy Cohort Project will begin with a new group of 12 libraries for 18 months.

2. MHLS Outreach Mini Grant Program 2016 – Application deadline August 12:

- a. MHLS Coordinated Outreach services focus on supporting improved library services for persons 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.
- b. We are announcing mini grants of up to \$1,200 per library (funded by NYS Outreach Categorical Aid) to develop programs and services to attract and connect to outreach target populations and form relevant community partnerships at the local level. The application is available at <http://tinyurl.com/MHLSOutreach2016> and is due August 12, 2016.

3. Training for Changes in SEAL:

- a. SENYLRRC has announced a new software and interface for Southeastern Access to Libraries (SEAL) regional ILL: SEAL 2.0., making regional ILL easier. Libraries can borrow (and loan) materials among different library types (including college, school, RCLS public libraries) through the eight county area of Columbia, Greene, Ulster, Dutchess, Orange, Sullivan, Putnam and Rockland. There are no fees to use SEAL.
- b. Training webinars and classes are offered this summer and fall, and are listed at <http://www.senylrc.org/upcoming-senylrc-ce>. Whether you are already a SEAL ILL System participant or a library new to regional resource sharing, you are invited to participate.



- 4. Digital Collection Access** - In support of MHLS Digital Collection Access efforts, which focus on access to shared digital collections for all member libraries:
- a. **OverDrive eBooks & eAudiobooks:**
 - i. Each month MHLS generated usage statistics by library are posted on midhudson.org under Topics, or get there directly at <http://midhudson.org/topics/statistics-research/overdrive-usage-statistics-by-library/>
 - b. **'Zinio for Libraries' eMagazines:**
 - i. Each month MHLS generated usage statistics, which are collected by library patron barcode range, are posted on midhudson.org under Topics, or get there directly at <http://midhudson.org/topics/statistics-research/zino-usage-statistics-by-library/>.
 - ii. There you will also see monthly a listing of all the eMagazines available, in popularity order. If you would like more access to the statistics (to see eMagazines your patrons have checked out in a specific time period, or who are the new patrons from your library who have registered with Zinio in a specific time period) contact me to schedule a 20 minute training session on the Zinio admin interface. We can do this over the phone.
- 5. Book Display Ideas Newsletter - from NextReads:**
- a. Looking for an easy way to make frequent and engaging book displays to help patrons find their next read? Staff of MHLS libraries can sign-up at <https://www.surveymonkey.com/r/BookDisplayIdeas> to receive the Book Display Ideas monthly e-newsletter. Although most NextReads newsletters are written for patrons, this one is specifically for library staff. Each month, the newsletter contains three display ideas, with four book examples each, and additionally a "Still looking for ideas?" section at the end of each newsletter that offers more suggestions.
 - b. Upcoming opportunities for display include:
 - i. August is (U.S.) National Golf Month.
 - ii. August is back-to-school time for many people; display books about school and teaching.
 - iii. August movie releases with literary connections include: Pete's Dragon, Suicide Squad, and Ben Hur.
 - iv. Two iconic bands performed their last official live concerts in August: The Beatles, 50 years ago, on August 29, 1966, and Queen, 30 years ago, on August 9.
 - v. August 25 marks 100 years since the establishment of the United State's National Park Service.
- 6. Fall Into Books 18th Annual Children's & Teen Literature Conference Early Bird Deadline for discounted Registration – July 29:** The Conference will take place on October 28 at the Crestview Conference Center in West Nyack. Information and registration at <http://midhudson.org/fall-into-books> .
- a. This conference provides an excellent opportunity for attendees to engage in collaborative discussions on children's and teen literature. This year, 2 of the discussion groups will be facilitated by staff from MHLS libraries! (Cheryl Harlan & Fran Harrison from Mahopac Public Library; Nicole Curcio from Pawling Free Library). The Keynote Speaker is Lisa Currao on the topic of "Library Accessibility for Individuals with Intellectual/Developmental Disabilities" and there is a presentation by author [Thanhha Lai](#)'.
 - b. This annual event is sponsored by MHLS, RCLS, SENYLRC and the following BOCES School Library Systems: Dutchess, Orange-Ulster, Rockland, Sullivan, Ulster.
- 7. NYLA Conference Early Bird Deadline for discounted Registration – August 19:** The 2016 New York Library Association Annual Conference and Trade Show will be held in Saratoga Springs, NY on November 2-5. The Early Bird rates are valid until August 19. You can download the full Conference Brochure, view workshop descriptions, see a



full list of the special events and register online at <http://tinyurl.com/NYLA2016> .

8. Summer Reading Final Report – Due September 12:

- a. The 2016 Summer Reading Program [SRP] Final Report questions are now available at <http://tinyurl.com/2016SummerReport> for your information. Access to the online report form will be made available at the end of July. All reports will be due by Monday, September 12.
- b. The Summer Reading Program final report contains information needed for member library Annual Reports as well as to provide New York State [NYS] with important data about public library summer reading programs. All MHLS member libraries are required to submit an online Summer Reading Program final report. Questions about the report should be directed to Kerstin Cruger, kcruger@midhudson.org or 845.471.6060 ext. 250.
- c. Reminder: NYS considers any program that takes place during the summer months to be a "Summer Reading Program."

Rebekkah Smith Aldrich, Coordinator for Library Sustainability

1. FY2016-2017 Special Legislative Funds (Grants-in-aid) from the NYS Senate Announced:

Amenia Free Library	\$4,000
D. R. Evarts Library (Athens)	\$1,500
Howland Public Library (Beacon)	\$12,000
Beekman Library	\$2,500
Brewster Public Library	\$8,000
Cairo Public Library	\$3,500
Reed Memorial Library (Carmel)	\$2,500
Chatham Public Library	\$2,500
Canaan Branch, Chatham Public Library	\$2,500
Catskill Public Library	\$1,500
Claverack Library	\$8,000
Clinton Community Library	\$4,000
Julia L. Butterfield Memorial Library (Cold Spring)	\$4,000
Heermance Memorial Library (Coxsackie)	\$1,500
Dover Plains Library	\$6,000
East Fishkill Community Library	\$12,000
Town of Esopus Library	\$4,000
Blodgett Memorial Library (Fishkill)	\$8,000
Desmond-Fish Library (Garrison)	\$6,000
Germantown Library	\$2,500
Greenville Public Library	\$1,500
Mountain Top Library (Haines Falls)	\$1,500
Roeliff Jansen Community Library (Hillsdale, Ancram, Copake)	\$2,500
Hudson Area Association Library	\$2,500
Hunter Public Library	\$1,500
Hurley Library District	\$1,500

Hyde Park Free Library	\$10,000
Kent Public Library	\$8,000
Kinderhook Memorial Library	\$5,000
Kingston Library	\$50,000
LaGrange Library	\$10,000
Livingston Free Library	\$2,500
Mahopac Public Library	\$5,000
Marlboro Free Library	\$10,000
Millbrook Free Library	\$4,000
Sarah Hull Hallock Free Library (Milton)	\$10,000
New Lebanon Library	\$12,500
Elting Memorial Library (New Paltz)	\$5,000
North Chatham Free Library	\$2,500
Northeast-Millerton Library	\$3,000
Olive Free Library	\$3,500
Patterson Library	\$5,000
Pawling Free Library	\$5,000
Philmont Library	\$8,000
Phoenicia Library	\$10,000
Morton Memorial Library (Pine Hill)	\$3,500
Pine Plains Free Library	\$4,000
Plattekill Public Library	\$10,000
Pleasant Valley Free Library	\$6,000
Poughkeepsie Public Library District	\$12,000
Putnam Valley Free Library	\$8,000
Red Hook Public Library	\$8,000
Morton Memorial Library & Community House (Rhinecliff)	\$8,000
Rosendale Library	\$5,000
Saugerties Public Library	\$1,500
Stanford Free Library	\$4,000
Starr Library	\$4,000
Stone Ridge Public Library	\$50,000
Tivoli Free Library	\$4,000
Town of Ulster Public Library	\$1,500
Valatie Free Library	\$2,500
Grinnell Public Library District (Wappingers Falls)	\$8,000
West Hurley Public Library	\$1,500
Windham Public Library	\$1,500
Woodstock Public Library District	\$5,000
	\$424,500.00

Thank You Letter Template from NYLA: https://www.nyla.org/max/userfiles/Advocacy/Bullet_Aid_Thank_You_Template-2016.doc

2. State Aid for Public Library Construction

- Awards Announced for FY 2015-2016
 - **Reed Memorial Library (Carmel): \$6,785** Convert to natural gas; install generator; insulation
 - **Catskill Public Library: \$35,002** HVAC and insulation upgrades
 - **Claverack Library: \$88,500** Building renovation project including asbestos removal, HVAC and fiber optic network
 - **Desmond-Fish Library (Garrison): \$36,986** Renovations to create a Computer Lab
 - **Hudson Area Association Library: \$3,206** ADA-accessible restrooms
 - **Kinderhook Memorial Library: \$68,356** 450 square foot addition to existing building
 - **Kingston Library: \$179,936** Children's room renovation
 - **Morton Memorial Library & Community House: \$17,096** Rehabilitate and weatherproof windows; energy efficient lighting
 - **Olive Free Library: \$4,794** Emergency generator; updated electrical panels and consolidation of electrical service; installation of transfer switches and utility pole
 - **Putnam Valley Free Library: \$33,288** Replace pedestrian bridge which provides access to the library
 - **Mid-Hudson Library System: \$51,596** ADA-compliant restrooms and improved safety of 1st floor lobby area and restroom access area in headquarters
- Application Round for FY2017
 - Eligible libraries have been notified of application portal accessibility
 - Office Hours for assistance on the grant application are now available

3. DeWitt Lawsuit Rejected, funds still needed to pay legal bills: The NYS Supreme Court has rejected a constitutional challenge to Education Law 259(1)(a), which is used by libraries throughout New York State to secure sustainable funding.

In 2012, the DeWitt Community Library (Syracuse), along with the Jamesville-DeWitt Central School District, was sued by a local anti-tax activist who challenged the library's use of 259(1)(a) to place their budget proposition on a school district ballot. In June 2015, the SED Commissioner dismissed the majority of the petitioner's appeal. The petitioner subsequently pursued the constitutional question in New York State Supreme Court.

NYLA was contacted by DeWitt Community Library for assistance. The library had incurred \$35,000 defending itself in this matter, and lacked the resources to continue funding this litigation. Given the potentially devastating statewide effects of an adverse court decision, NYLA Council unanimously voted to cover DeWitt's future litigation costs.

Though the suit specifically challenged the authority of free association libraries, such as DeWitt, to present budget resolutions to school district voters under 259(1)(a), the nature of the constitutional challenge also had wide-ranging implications for school district public libraries. The petitioner's argument centered on the procedures for ballot access: because 259(1)(a) requires school districts to submit ballot resolutions to voters upon request, school districts engage in mere "ministerial" acts, and thereby delegate taxing authority to the requesting library. As free association libraries and school district public libraries use the same ballot access procedures in 259(1)(a), **an adverse decision would have been disastrous for hundreds of libraries throughout New York State.**

"Though NYLA is gratified the court found in favor of DeWitt, we remain troubled by the circumstances of this action. The anti-tax attorney activist who pursued this matter laid a roadmap for all manner of future legal challenges: bully a small, local library with limited resources in an effort to effect statewide policy changes through the courts."

NYLA's ability to continue aiding libraries facing legal issues of statewide concern is predicated on a robust Legal

Defense Fund. NYLA Council voted to authorize \$25,000 to cover the legal expenses incurred by DeWitt Community Library. Through the generous support of NYLA members and advocates, NYLA has raised 40% of these costs. **As we prepare to fight against future legal challenges, the NYLA Council requests that you consider a contribution to the NYLA Legal Defense Fund, so we may continue this important work.**

Donate to the [NYLA Legal Defense Fund](#) – donations are 100% tax deductible.

4. Upcoming Action Memos

- **Essential Documents Inventory:** In July each member library director will receive a custom MHLS Essential Documents Inventory Checklist of those essential documents (bylaws, long-range plans (including facility plans) and policies) that we have on file for each library.
 - Please respond by submitting those items that appear as unchecked on the checklist that you already have done. You can submit these either by email (rsmith@midhudson.org) or via the delivery box to my attention.
 - If you would like assistance in prioritizing what to work on next of those items your library currently does not have, I'm here to help.
 - The results of this activity will help to shape future continuing education opportunities in the area of policies and planning.

- **NYLA Organizational Membership:**
 - Background: The New York Library Association (NYLA) leads, educates, and advocates for the advancement of the New York Library community. As our chief advocates and lobbyists in Albany, NYLA is the voice of the library community. In addition to advocacy that directly results in additional dollars for library services in New York NYLA provides continuing education and leadership development that strengthens New York's libraries.
 - Issue: NYLA offers a discount to library systems which coordinate a bulk purchase of organizational memberships for member libraries. Any bundle of at least 20 new organizational memberships submitted collectively will be eligible for a 15% discount on the total due
 - Action: MHLS will send out a MHLS Action Memo for you to indicate your interest in participating in this bulk order. The order will be submitted only if 20 new libraries join as organizational members.
 - Deadline: August 12

Dues Rates for Organizational Members (before discount):

Library Budget	Dues Rate	Designated Representative / Number of Associate Members
\$1 - \$50K	\$50	1
\$50K - \$100K	\$75	1
\$100K - \$500K	\$150	1 / 1
\$500K - \$1M	\$300	1 / 3
\$1M - \$3M	\$600	1 / 7
\$3M - \$10M	\$1250	1 / 14
\$10M +	\$2500	1 / 24

5. Get Out the Vote!

- New Resource in the MHLS Public Library Vote Toolbox: **Get Out the Vote Materials Gallery**
http://vote.midhudson.org/?page_id=154 Phase 3 of the MHLS Campaign Timeline is all about Connecting with voters to motivate them to get out and vote for your library. The focus should be on ensuring likely yes voters are aware and energized by what is going on at the library and the potential for the future of the library. Visit this gallery for examples of flyers, brochures, postcards FAQs and social media graphics as well as a link to the Vote Libraries collection from EveryLibrary.
- **United for Libraries co-sponsors FREE online Library Campaign Training Institute, July 14-Aug. 4**
Developed and presented by Libby Post of Communication Services, the Library Campaign Training Institute will teach attendees how to create, market, and implement an effective advocacy campaign for your library.
Part 1: Building your Base - July 14, 2016 Register here:
<http://ala.adobeconnect.com/e237rpvpkjb/event/registration.html>
Part 2: The Best Defense is a Good Offense - July 21, 2016 Register here:
<http://ala.adobeconnect.com/e3l3fk4nzyp/event/registration.html>
Part 3: Message, Marketing, & Media - July 28th, 2016 Register here:
<http://ala.adobeconnect.com/e8gwutbl7gb/event/registration.html>
Part 4: Connecting with YES Voters + Part 5: Get out the Vote (Immediately following Part 4): August 4, 2016 Register here: <http://ala.adobeconnect.com/e2mcuzeax0q/event/registration.html>

6. Albany - End of Session Update:

- **The capital projects bill to bundle smaller projects for bonding through DASNY via NYLA did not advance.** NYLA's Legislative Committee plans to pursue this again next year.
- **Opioids Bill:** 860 Amedore / A10364 Gottfried, which authorizes public libraries to maintain Narcan kits for use in the event of an opioid overdose in the library, has now passed both houses of the legislature and is on its way to the Governor. ***This bill is purely opt-in.*** First, the library may opt-in, and participation by employees of any library that opts-in is strictly voluntary. This law would not require any library to maintain/administer Narcan or other opioid antagonists, and where a library elects to participate, no employee is compelled to do so; in fact, even when an employee elects to participate, the statutory language says that participating employees "may" administer an opioid antagonist in the event of a suspected overdose. ***It's important that library directors and staff know that this is purely voluntary, every step of the way.*** For those libraries and library employees that do elect to participate, they must first undergo training approved by NYS Department of Health, and participating libraries will have recordkeeping and reporting responsibilities. There are also provisions that limit the liability of libraries and library staff.

7. Upcoming Workshops:

- Leadership Circle: Wednesday, September 7th after the DA meeting
- Planning Programming that Pops! With Janie Hermann of the Princeton Public Library: September 13
- New Directors Roundtable: Thursday, October 6th after the DA meeting

- The Inside and Outside of Evaluations - How they impact planning, growth and funding webinar with Dr. Terry Kirchner: How to tie director and board evaluations with your library's vision and long range planning in order to produce meaningful results: October 12

Robert Drake, Technology Operations Manager

Technology Operations Overview

1. Ticket System for All Requests

- a. Hello everyone, just a reminder that all Sierra, website, tech everything queries should go to techsupport@midhudson.org. This goes into our ticket system which is directly accessed by five different staff people including myself, Gerry Formby, and Thomas O'Connell. Unlike our individual emails, multiple people are tracking whether or not tickets are resolved in timely fashion.
- b. To this end, please remind your staff to use this as well. While we endeavor to get through every email they send, tickets receive a much faster resolution due to the number of people simultaneously working to solve them.

IT/Technology

2. Beware Overheating Equipment

- a. Computer equipment generally performs best at the same temperature's people do and in relatively low humidity. Networking equipment in particular does not work well when overheating. If you have your modem, router, wireless access points, or switches in a dusty closet, you might consider trying to cool the room slightly with a fan (just avoid blowing dust into the devices) to extend their usable lifespan.

Sierra/ILS

3. Circ Active: CircActive is a patron record field that you can use to research how many individuals are actively interacting with library services within a given time period.

- a. The following activities update CircActive
 - i. checking out, checking in, or renewing an item
 - ii. placing a hold
 - iii. view patron information using patron API (Overdrive)
 - iv. logging into the catalog
- b. A sample create list for pulling this can be found on our knowledgebase under reports or at: <http://tinyurl.com/circactive>

4. Sierra Questions Webinar

- a. Automation Coordinator Thomas O'Connell will offer his usual lunchtime webinar of training and Q&A on July 20th at noon. The topic will be Circulation Essentials! The session will take place via a GotoMeeting session and last about 45 minutes. There is a 15 person attendance limit, so register on our calendar if you'd like to attend.
- b. If you have ideas about topics you would like to see covered in potential future sessions, please contact Thomas at toconnell@midhudson.org or call him at (845) 471-6060, ext. 221. This session is open to all member library staff members!