MHLS Report to Member Library Directors | June 26, 2025

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

1. Delivery Services

- a. MHLS is sending out a routine request for proposals (RFP) for courier services in July that will provide additional information so we can proceed in the best interest of MHLS and its member libraries. MHLS is seeking RFP responses on two delivery models; 1) The current delivery routes which run through December 31, 2025, and 2) Revised delivery routes with 20 stops removed*. MHLS expects to make a decision in September with a new contract in place starting January 1, 2026, and will update members regarding the outcome of the process.
 - *The annual review of average library circulation data of requests received and sent by members for the past three years (2022, 2023, 2024) has been completed. This review showed a decrease of 20 stops per week in the current delivery schedule to right-size delivery based on current thresholds used to optimize delivery routes. The 20 member libraries identified were contacted and informed of the process and the possibility of removing one stop per week. MHLS appreciates their understanding and support, as well as all MHLS member libraries, to make delivery as efficient and cost-effective as possible.
- b. Magazine Donations for Correctional Facilities: Magazine donations by member libraries through MHLS Delivery for correctional facilities has been extended until further notice. To allow member libraries to continue to support correctional facility libraries by donating deaccessioned magazines, this allowance will be in place as long as delivery volume of library materials continues to stay below 2019 levels. These donations were formerly accepted only by in-person delivery to MHLS facilities, but the pandemic and the reduction of in-person MHLS meetings and trainings means most libraries can't transport these magazines to the MHLS facility.

Donated magazines are welcome according to the guidelines below.

- Donated magazines should be in good condition with a published date no more than one year prior to the current year and mailing labels removed or obscured.
- Only donated magazines will be acceptable for delivery. No other donated media or formats have been approved for transportation through delivery.
- Donated magazines for correctional facilities should be bundled together and addressed to MHLS ILL.
- Donated magazine bundles should be no more than 10 inches thick.
- Donated magazine bundles may not be placed into Monday or Tuesday pickups due to high volume on these days.
- Libraries may not send more than one donated magazine bundle per week.

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.

c. Valley Courier has hired two new substitute drivers, Edwin Bermudez and Marvin Cruz, who started and trained at the end of May. It's possible you have seen Edwin and Marvin already as they've covered

routes #2, #3, and #5 since beginning delivery to MHLS member libraries and correctional facilities. We welcome them both.

2. Integrated Library System & Cataloging Services

a. Updates to Discover Catalog:

Relevancy Improvements for searches that include punctuation

IMPORTANT NOTE: This change requires a post-deployment step and will appear in a day or two.

Commas in Numerical Values

Searching for strings that have numerical values including commas or dots return the same results with or without the inclusion of these characters.

EX: 20,000 leagues = 20.000 leagues = 20000 leagues

Searches for its vs. it's

Searches for strings that include the term its or it's now return the same results.

EX: "It's a wonderful life" = "Its a wonderful life"

Hyphenated words

Terms with hyphens are treated as two or more words when searching/matching instead of as a single word. EX: Catch-22 = Catch 22

Phrase Searching of Secondary Fields in All Index

This indexing change phrase indexes our secondary fields metadata so that you can search for specific phrases in indexed data found in indexed note (and other secondary index) fields: 505, 500, 586, 59X, 250, 260, etc.

• Changes for 6xx Agent Indexing

6xx 'people' will now be indexed as Topics instead of how they were previously indexed as Contributors. This will remove persons as a subject from the Contributors linked data showcase and Persons facet and instead place them in the Topics linked data showcase and Concepts facet. In the example below, Elizabeth I would display as a topic and not a contributor.

• Publishers no longer indexed as Contributors

Publishers (7xx \$e publisher or pbl) are no longer considered Contributors will be removed from the Contributors linked data showcase and Persons facet. Publishers will remain in the publisher Facet

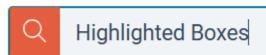
Persons as a Subject indexed as Topics not Contributors

the Publisher facet, will continue to be used for agent matching for visual materials, and will continue to display as expected in the edition table.

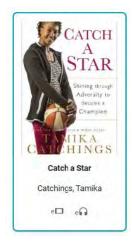
Accessibility

We previously enhanced accessibility for keyboard users by making focused elements easier to see around the item cover. Now, it also includes Syndetics widgets when viewing the Full Resource Card.

Improved
 Visibility for
 Focused Elements



- Already on -The outline surrounds all four sides of the cover. The outline is offset to improve visibility.

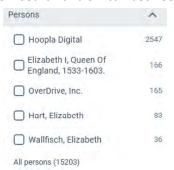


Bug Fixes

My Bookshelf Availability now works smoothly for accounts with many lists. A bug that caused the search to freeze for accounts with over 100 book lists or individual lists containing more than 100 items was fixed. Users with large numbers of lists can now search and switch between

tabs without the page becoming unresponsive. While waiting for the lists to populate, patrons will now see a "Loading" icon to indicate the search is in progress.

Current Display, showing the publishers as contributors
 While this is correct form, the number of hits for the publisher puts them at the top of the list in all searches. [Search = Elizabeth]



b. Mobile App:

 Each week throughout the summer MHLS Technology Operations staff will release a new training module in Training on Demand: Technology, in the Patron Mobile App category. The features we cover will help you to continue to enhance your mobile app's home screen and add content.

The first 2 weeks of June are contained in a series of new "Tabs" that allow you to create content groups. On June 18th, we will release our next topic, the Book Carousel Tab, which allows you to place a carousel of title images anywhere on the home screen and use customizable formats. In the last week of June, we bring you the ability to feed web content to your mobile app with an RSS feed. We have a full line up of topics through August. We hope these small weekly topics will be just the right amount of incentive to keep you coming back for more! We are including printable PDF files with these tutorials as well as other downloadable features.



- We are pilot testing ad Hoc push notifications. These messages allow you to send users of your app text notifications with links to content. These notices display in the mobile device notifications and within the app. They have a scheduling feature that would allow you to set and forget these notices for planned closures and events. We have recognized some issues with the process that we want to see corrected before broadly implementing the feature. We expect to share it as one of our afore-mentioned weekly features in July.
- c. **Temporary removal of the "Welcome" email for online registrants**: We have been hit hard in the last few months with a wave of new online registrations who then mark our Welcome email as spam. This has jeopardized our ability to send any notices, so we have disabled the outgoing welcome email that is triggered when a patron submits a new registration.
- d. **Sierra 6.4** is now in general release. We are targeting the last week of July or the first week of August as an opportunity to upgrade, if no issues are reported for the release. You can review <u>Sierra 6.4 Release</u> description and updates in the Knowledge Base.
 - A previous button has been added to the record template process. If you skipped a field or want to review an entry, you can go back and no longer need to restart.



- Patron Barcode is included in the clear holdshelf report.
- LX Starter can now include UPC codes in the patron notice
- Staff can activate their Enter key to select a button rather than mouse clicking.
- Add a record to a review file with one click, using a new button on the toolbar

Dynamic Home Tabs for Mobile App Available in Beta Test: Our recent Mobile App update included new button versions that will be made available once a beta testing period has ended and necessary tweaks have been made. If you would like to use the new tabs/buttons, you can access them in the top right corner of the tab edit screen that you are in.

For instruction on how to use the beta tabs, you can refer to the documentation in our launch kit, or take the tutorial available in Training on Demand: Technology, found under Mobile app: Dynamic Tabs/Buttons.

3. Coordinated IT Services

a. MS Office: End of Granted Premium licenses https://partner.microsoft.com/en-ca/asset/collection/microsoft-365-business-premium-and-office-365-e1-grant-discontinuation#/ Microsoft should be notifying affected libraries who have been using the licenses.

- There is a program in place to provide discounts on business and basic discounts for previous recipients up to 75% off.
- b. Windows 10 end of support: This is a reminder which has been previously reported. As Windows 10 approaches end of support on Oct 14, 2025. If you still have windows 10 computers, you will want to schedule your upgrade soon. 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-securityupdates-consumer-pricing

4. Professional Development & Continuing Education

- a. Trustee Education Series, Sustainable Funding Series (for trustees and directors), and Statewide Trustee Handbook Book Club Dates
 - i. MHLS Sustainable Funding Series: Mult-Year Financial Planning (advanced-level)
 Tuesday, June 24 | 5:00 6:30pm | Online | Register here
 - ii. MHLS Sustainable Funding Series: Strengthening the Future of Your Library by Investing in Your Staff (Salaries & Benefits) with Guest Speaker: Brian Hildreth, Executive Director, Southern Tier Library System | Wednesday, June 25 | 10:00 11:30am | Online | Register here
 - iii. Trustee Handbook Book Club: **Recruiting & Retaining Quality Staff**Tuesday, July 15 | 5:00 6:30pm | Online | Register here
 - iv. MHLS Trustee Education Series: **Policies 101** (essentials level) Thursday, July 24 | 5:00 6:30pm | Online | Register here
 - v. **Introduction to E-rate** with MHLS Assistant Director & Technology Operations Manager, Laurie Shedrick | Tuesday, August 5 | 10:00am 12:00pm | Online | Register here
 - vi. MHLS Sustainable Funding Series: **Mult-Year Financial Planning** (advanced-level)

 Wednesday, August 13 | 5:30 7:30pm | Roeliff Jansen Community Library | Register here
 - vii. MHLS Sustainable Funding Series: Facilities for the Future: Evaluation, Planning, Operations and Renovation/Construction | Friday, August 15 | 10:00 11:30am | Online | Register here
 - viii. MHLS Trustee Education Series: **Trustee Essentials** (essentials level) Wednesday, September 24 | 5:00 6:30pm | Online | Register here
 - ix. MHLS Trustee Education Series: **Board Development Recruitment, Orientation, Education and Evaluation** (advanced level) | Thursday, September 25 | 6:00 8:00pm | IN PERSON: Beekman Library | Register here

- x. MHLS Trustee Education Series: Policies 101 (essentials level) | Tuesday, September 30 | 5:00
 -6:30pm | Online | Register here
- xi. MHLS Trustee Education Series: **Seven Habits of Highly Effective Boards** (advanced level)
 Thursday, October 9 | 5:30 7:30pm | IN PERSON: Philmont Public Library | Register here
- xii. MHLS Trustee Education Series: **Legal Basics** (intermediate-level)

 Thursday, October 16 | 5:30 7:30pm | IN PERSON: Hunter Public Library | Register here
- b. Safe Zone Training | September 25 | 9:30 am 12:30 pm | MHLS Auditorium | Register Safe Zone trainings are opportunities to learn about LGBTQIA+ identities and examine prejudice, assumptions, and privilege to help create inclusive and supportive environments for LGBTQIA+ individuals and their allies by promoting understanding, raising awareness, and providing resources.

This training is a three-hour interactive, in-person session. There are limited seats for this event.

The curriculum for this workshop is provided by the Safe Zone Project and facilitated by MHLS Outreach & EDI Specialist, Kerstin Cruger.

c. MHLS Member Library Friends Groups Forum | September 26 | 2:00 – 4:00 pm | Mahopac Public Library | Register

Join Mid-Hudson Library System member library Friends Groups for sharing and discussion at the Mahopac Public Library. All MHLS member library Friends Groups interested in sharing their experiences, questions, and concerns for building and sustaining a Friends Group are welcome to attend. Bring your best ideas and questions!

- d. MHLS Programmers Forum | September 30 | 9:30 am 11:30 am | MHLS Auditorium | Register
 This event is open to all MHLS member library staff who work on programming for all age groups. This
 two-hour in-person event will start with a 30-minute presentation on evaluating programs followed by
 90 minutes of sharing and discussion by attendees. Come with your questions and get ready to share
 with your peers about all things programming in your library!
- e. Two upcoming sessions on Collection Development, part of the MHLS Sustainable Funding Series:
 - i. The Collection Life Cycle: Collection Management in Action with Kristi Chadwick | Online | Register

The circle of life applies to libraries too! Developing and managing collections is a continuous process, and knowing how materials flow through this cycle can help libraries keep their collections manageable and attractive for patrons. Moving from policy through weeding, participants will learn about selection, evaluation, and deselection while offering tips, tools, and trends to ensure the full life for your library's collection. After this webinar, participants will be able to: Describe the collection life cycle; Compare tools and methods for materials selection; Implement best practices for weeding the collection

ii. Budgeting for the Future of Physical & Digital Collections | Online | Register
 Panel Discussion with Dee Ann Campbell, Director of the Pine Plains Library; Stephanie Harrison,

Director of the Patterson Library (and Chair of the MHLS Ad Hoc OverDrive Committee), and Daniela Pulice, Director of the Pleasant Valley Library. As patron needs shift, formats evolve, and we continue to contend with unfair licensing and pricing issues from publishers, collection development budgeting is a moving target. Join us for a discussion with three directors who are in the trenches, using data and trend analysis to right-size their collection budgets.

f. Youth Services Basics - FREE COURSE: Sponsored by New York State Library & Ready to Read at New York Libraries. Fully Asynchronous, Self-Paced Course Available on Moodle.* Appropriate for new Youth Services staff or anyone looking for a refresher.

This course is designed as an introduction to library services for public library staff working with youth. Whether you are already working in a library or just starting out in a new youth services position, this content will help you consider why library services focusing specifically on youth are important, how to collect appropriate materials, the types of services and programs you can provide to your patrons, and the importance of outreach services.

The course consists of four sections:

- Youth Services Basics Overview general information all youth services staff should be familiar with
- Early Childhood focuses on services for birth through preschool
- School-Age Children focuses on services to elementary school aged children
- Tweens and Teens focuses on services to tweens and teens

Participants may earn Certificates for each section they complete. You may focus on one or more sections, or complete all four, the choice is up to you! **To register please fill out this form.**

*Moodle account creation is processed by NYS in batches. You will be emailed your Moodle login and password a few days after you initially register. Questions about this program should be directed to nyslyouth@nysed.gov.

5. Consulting & Development

- a. Does your Library's website meet the Minimum Standards for Public & Association Libraries? Make sure your Library's most public-facing presence isn't putting the Library at risk. 99% of the member libraries indicated they are meeting standard 11 on the 2024 annual report, but a quick sampling of Library websites shows many sites are missing required information. According to the standard, at a minimum, the library's website should have the following information easily accessible:
 - ByLaws
 - Long-Range Plan
 - Annual Report to the Community
 - Policies
 - Budget
 - Library name
 - Library street address
 - Board meeting dates and times

- Agenda for regular board meetings posted at least a week ahead of the meeting time
- Agenda or topic for special meetings posted at least 72 hours in advance
- Draft Board meeting minutes within two weeks of meeting
- library telephone number, fax number, and e-mail address
- listing of the days and the hours when the library is open to the public
- a brief description of the library (e.g., roles, mission)
- listing of the services offered to the public and who is eligible to use them (e.g., interlibrary loan, reserves, extended vacation loans, community rooms, photocopying, story hours and other programs, public access computers)
- explanation of the library's borrowing rules:
 - who is eligible for a library card
 - length of loan for library materials
 - policies on overdue items, fines, and fees
- b. Friends Census: In the next few weeks library directors will receive a survey to update MHLS on your Friends Groups. This survey is for library directors to complete. Friends Presidents will be sent a different survey to gather information. Questions from the Presidents survey will be sent to library directors to view. Questions? Please contact <u>Kerstin Cruger</u>, MHLS Outreach & Equity, Diversity and Inclusion Specialist.
- c. Mid-Hudson Library System (MHLS) has secured a group discount for a physical media license with SWANK Movie Licensing USA (MLUSA) for member libraries. New this year SWANK also has a streaming license. These are two separate licenses with different pricing models. Your library can purchase one or both licenses through this opportunity.

Libraries that wish to purchase a new license (physical media and/or streaming) or renew (for physical media only) an existing license from SWANK Movie Licensing USA through MHLS should complete this form by July 25. MHLS will invoice your library for the cost of the license or licenses based on the rates provided by MLUSA. Please contact Kerstin Cruger to receive the price for your physical media license discount. Streaming license pricing is listed below. Licenses take effect in September.

SWANK Movie Licensing USA (MLUSA):

- Information including what movies and titles are covered is available on their website.
- Rates for each library based on service population are available from Kerstin Cruger at MHLS.
 Please note, MHLS libraries that have maintained a long-standing and current license with
 MLUSA may have a lower rate than the most recently offered rate. If those libraries continue to
 license through Movie Licensing USA directly, joining the group-buy will not provide a better
 rate.
- MHLS will invoice your library for the cost of the license.
- If you're not sure whether you are part of previous MLUSA group buys with MHLS you can contact Kerstin Cruger.

NEW - SWANK Streaming Service

- Licensed for Group Showings. Unlike consumer streaming, this platform is created specifically for library group settings. The streaming platform offers instant access to a library of top films, removing the hassle of physical media.
- Information including what movies and titles are covered is available on their website.
- Pricing

Service Population	1 Year Streaming Cost
1-45k	\$400
45k-100K	\$500
100k+	\$600

- This is a separate license from the physical media license. You can purchase a streaming license without a physical media license.
- MHLS will invoice your library for the cost of the license.

To screen movies at library programs and other library events in compliance with copyright regulations, the library must secure the necessary public performance license. In some cases, more than one license may be required to secure the rights for all the movies and programs the library plans to screen. There are two commonly used companies that provide this type of license, SWANK Movie Licensing USA (MLUSA) and Motion Picture Licensing Corporation (MPLC), and libraries should be sure that the licenses they've purchased secure the rights needed.

Motion Picture Licensing Corporation (MPLC)

Information including <u>what movies and titles are covered</u> by this license is available <u>by contacting MPLC directly</u>. Libraries interested in purchasing a license from MPLC should <u>contact MPLC directly</u>.

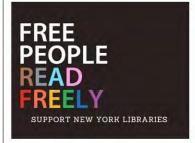
6. Cooperative Collection Development & Digital Collection Access

a. There is no report in this section, questions and concerns can go to Laurie Shedrick at extension 220 or email lshedrick@midhudson.org.

7. Awareness & Advocacy Services

- a. **Updates on state and federal budget and legislative issues** will be provided at the meeting to ensure you have the most up-to-date information.
- b. **Postcard Party Campaign:** Thanks to an anonymous donor we have a supply of postcards we will distribute and ask for your help in connecting library stakeholders library staff, trustees, Friends and Patrons with these to send them to our elected officials at the state and federal levels. Our goal is to further encourage their support of libraries as we head into what is shaping up to be a very challenging funding cycle. Between the defunding and dismantling of the Institute of Museum and Library Services (IMLS), the Supreme Court case that may result in the elimination of E-Rate, and the dire predictions of federal cuts to Medicaid on the New York State budget, we need our elected officials now more than ever to show up for the library community.



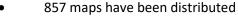


"Whatever the cost of libraries, the price is cheap compared to that of an ignorant nation."

SUPPORT NEW YORK LIBRARIES

We will also make the postcard design available to you through Canva should your Friends Group like to underwrite more postcards to be sent out from your community. We thank you in advance for your help with this project.

- c. Advocacy Ambassadors Program: We will be introducing a program to increase the advocacy activity throughout the system called the "Advocacy Ambassadors Program." We will be looking for at least one trustee per member library board to step up to be the Advocacy Ambassador for your board to help ensure more trustees are aware of what is going on at the federal and state level, how this will/could impact your library and the Mid-Hudson Library System and to ensure we are activating a maximum number of stakeholders during calls to action from ALA and NYLA.
- d. Road Trip Update: Thank you for all you have done to help roll out this program and get folks excited about it! As of June 18th, less than 2 full weeks into the program's start:



- 38 stickers earned
- 27 magnets earned
- 1 tote bag earned

Staff and the public are expressing excitement about the Road Trip. We've seen social media engagement from patrons and law makers, and local podcasts and regional travel sites have promoted the program.

We are monitoring each Library's level of stock for the maps, stickers & magnets by running "In House



completed the challenge

00000000000000

Paige Turner

Use" reports of these items by location. Staff should be scanning the barcodes on this sheet we provided (either at the time of distribution to a participant, or sometime later that day). The scans are done using the COUNT USE-IUSE3 feature of Sierra. One scan for each item given out.

We will notify the library director by email when we've noted the library is running low and when we are sending extra material via the delivery bins.

If you feel you are running too low and haven't heard from us – please email engage@midhudson.org

Tote bags and special edition library cards need to be ordered (by staff) using this

form.

- e. **National Voter Registration Day:** Please consider signing up as a <u>2025 partner for National Voter</u> Registration Day which is on September 16th.
- f. **The Great Give Back** will take place on October 18, 2025. <u>The Great Give Back</u> is a day for libraries to provide opportunities for their patrons to participate in meaningful, service-oriented experiences, and shine a light on the great work libraries are doing in their evolving roles as community hubs and connectors.

8. Interlibrary Loan Services

a. There is no report in this section, questions and concerns can go to Interlibrary Loan & Cataloging Specialist, Rebecca Hagan at extension 224 or ill@midhudson.org

9. Construction Program Services

- a. Online application for FY 2025-2026 State Aid for Library Construction is open! Mid-Hudson Library System has been allocated \$1,607,377 in aid. **Application due date is Friday, August 1**st.
- b. Projects submitted last year, FY 2024-2025 (project numbers beginning with 0386-25), have been reviewed by DLD and are currently being reviewed by DASNY. Awards will be made official in late summer/early fall.

10. Communications Among Member Libraries

a. We are currently reaching out to each member library to ensure that our member library information database is up to date. Each director will receive two emails: one to review and correct current information on file for the library and one to review information on file regarding the library's current list of trustees (which we have pulled from the library's 2024 annual report).

11. Special Populations

- a. Social Security Administration: Due to the recent and frequent changes to Social Security we will update information as it becomes available. To access the latest information including partnerships, resources, locations and updates please bookmark this <u>document</u>. All updated information in this document has been dated.
- b. **Immigration Services:** Know Your Rights Cards provided by NYS will be shipped to the System in the next couple of weeks. If your library requested cards, we will email you directly with updated information regarding when you will receive your supply. To access the latest information on immigration services for your community including partnerships, resources, and updates please bookmark this <u>document</u>.
- c. **Mexican Consulate:** In April, we partnered with the Poughkeepsie Public Library District and Revolucion Radio Online to bring **the "Consulate on Wheels" program from the Consulate General of Mexico** to the MHLS Auditorium. 923 individuals from around the region were assisted over five days with passports, renewals, dual citizenship and birth certificates, many of them for children. The Consulate was back on June 10 13 (report pending) and will return September 16 20. Promotional Materials will be shared later this summer.

d. **Summer Reading Final Reports will be due from each member library by September 12, 2025.** Once the questions are released from the Division of Library Development the link to the report form will be sent via the MHLS-Notice List and posted on https://midhudson.org/summer-reading-program/.

12. Cooperative Efforts with Other Library Systems

- a. Banned Books Symposium: The 2026 Symposium will take place on May 16, 2026. This half-day conference features presentations in all capacities of banned and challenged books and programs. The call for conference proposals will open in September 2025. This Symposium is in partnership with Southeastern New York Library Resources Council, Ramapo Catskill Library System, Mid-Hudson Library System, SUNY New Paltz and BOCES School Library Systems of Dutchess, Orange-Ulster, Rockland, Sullivan, and Ulster.
- b. **Fall Into Books Conference:** Registration is now open for the 26th annual children's and teen literature conference Fall Into Books. This year's conference will be held in-person on October 23rd from 9:00 am 2:30 pm at The Venue Uptown in Kingston, NY.

This collaborative event for library staff serving youth features book discussion sessions led by your peers ranging from picture books to young adult and guest speakers. This year's speakers are: Yaa Yaa Whaley-Williams and David Ezra Stein.

Full details, including discussion groups and registration can be found on the Fall Into Books website. **Early bird registration is \$100 through June 30, 2025.** Full price registration is \$125 starting July 1. Registration closes on Wednesday, September 24, 2025.

13. Administrative

a. We are pleased to announce that Elinor Levy has joined our team as our **new Administrative Assistant**. Elinor comes to us from Arts Mid-Hudson where she has spent the past eight years managing their Folk Arts program.



c. Please watch for a MHLS Bylaws Proposed Amendment notice in July which will go out to all directors and board presidents. The MHLS Board is continuing their review of the bylaws to ensure they comply with both state law and regulation as well as actual practice. These amendments will be voted on at the annual meeting in October. Questions about the bylaws amendment can be sent to Rebekkah at rsmith@midhudson.org