

MHLS Report to Member Library Directors | February 2022

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

1. Delivery Services

- a. Thank you to all member library directors and staff! It has been one month since 100% of member libraries began the process of pre-sorting items going out for delivery that can be “forward sorted” on the route that day for same day delivery. Members have been doing a great job. Please do not hesitate to contact Tom Finnigan, MHLS Delivery Operations Manager at x244 or Chris Herron, Facilities Manager & Assistant Delivery Operations Manager at x247 if you have any questions or need assistance.

2. Integrated Library System & Cataloging Services

- a. 5.4 Upgrade for Sierra and Encore has been ~~scheduled~~ installed. Originally, the releases were to be installed back-to-back on February 8th and 9th, but we were surprised by the Sierra upgrade on January 26th. We will stick to the scheduled upgrade to **Encore 5.4 on the February 9th**. There is one known issue in the Sierra release, where renewals are blocked if the patron has reached the limit of holds that can be placed. We have requested a hot fix, only to learn that this fix is included in release 5.5. Our temporary fix will be to relax the limit slightly in the interim and monitor as the (literally) handful of patrons who may be affected.
- b. **Sierra, Encore, Decision Center and Vega servers will all be moving on March 30th**. This will not affect your Sierra logins or access to the servers, other than the brief downtime between 3:00am and 9:00am (hopefully earlier), where the services are swapped. MHLS staff will be reaching out to all of the vendors who authenticate using Sierra WAM or APIs to authenticate. We can identify the Vendors through the entries in the tables. We would like to use this opportunity to remove any old access that still lingers after the resource has been abandoned, so we will be reaching out to libraries to get updated information if you have authentication in place that has not been used in over 2 years.
- c. **Vega Discover Development Update:** We continue to work with Innovative and other development partners to shape the direction of the platform. We have identified many issues and documented them on the [Vega section of the MHLS Knowledge Base](#). Our process to move towards general release will continue until we have the right product to put in front of our patrons. The first step is to get core search and discovery correct for our collection. That process requires reviewing the results, the workflows and the display.

Below are some significant changes that have taken place since our last Directors Association meeting.

- **Record Rollup improvements:** Rolling up records has presented a challenge that was not anticipated and really undermined the experience that patrons should expect. Records that were intended to be combined, displayed separately when punctuation or slight variations on the subtitle were in place. Innovative needed to create exceptions for many of these, but we can expect that some will be tackled as one-offs by our cataloging team.

- **Record display tweaks:** This is still ongoing, but we have been working on display language and resizing areas to better display important information and present it in ways that patrons find the data with ease.
- **Relevancy that works:** The order that records display in really matters. Much work has gone into retooling relevancy. Vega now includes a higher relevancy applied to all words in the search phrase as a phrase and then as separate terms. Also, the number of copies of a title will promote a title to the top of the results.

There is still a great deal of work that Innovative needs to accomplish in order to be consortia ready. Consortia integration for accessing resources based on ptype is still being configured, as well as the ability to respect 3rd party resource configurations effectively with APIs, like OverDrive Advantage Accounts.

MHLS ILS Road Map 3.0 (Vega Discover and Connect) as it stands today:

1. **Phase 1 of Pilot: Launch, Configure, review – *in progress***

Test site launched; MHLS Technology Operations team managing ongoing weekly meetings with Innovative to:

- Review record display and integrity by providing vetted problems with examples
- Implement and review biweekly software updates (bug fixes and enhancements)
- Review feedback- recreate and examine for duplication- report to Innovative

2. **Phase 2 of Pilot: Expand review to 1 library – *in progress***

Poughkeepsie Public Library District (PPLD) staff and patron promotion to review the test site for feedback:

- PPLD staff met with MHLS TechOps for orientation and received documentation
- PPLD staff evaluations submitted via online form
- PPLD promoted a sneak peek to the public
- Patrons were asked to provide feedback via online form
- Feedback converted to a report to Innovative

3. **Phase 3 of Pilot: Expand review to 5 libraries – *Coming very soon!***

- Libraries will meet online for orientation
- Commit to promoting access to patrons from the website, through media
- Provide feedback

4. **Soft Launch Prep Phase – *Date TBD***

a. **Documentation from MHLS**

- Staff-facing documentation on the MHLS Knowledge Base
 - Documentation and answers to Frequently Asked Questions (FAQs)
 - Video clips on features
 - Comprehensive training with certification
- Patron-facing documentation
 - Talking points
 - Marketing materials

b. **Training**

- i. Comprehensive 1-hour introduction to Vega Online Webinar for staff
 1. Walkthrough focusing on differences from Encore and new features
- ii. Monthly lunchtime webinars for staff beginning before launch until demand falls off.
- iii. Recorded targeted video training
- iv. Comprehensive course with certification

5. **Soft Launch:** Rolling out Vega in Phases – **Date TBD**

- a. Encore still available; Vega available to all
- b. Vega becomes primary; Encore still available to fall back to

6. **Launch:** Vega becomes our sole Discovery platform – **Date TBD**

7. **Launch Satellites:** An element of Vega destined for consortia will allow individual member library URLs that have limited customization and configuration. The purpose is to allow a minimal amount of branding and the configuration to create a unique user experience for the patrons of that library. The collection could have locked in filtering by collection or other facets and the ability to expose additional module includes (programs, promotions etc.). This element exists on the roadmap for Vega, but does not yet exist. No release expectation is applied other than “Future development”. – **Date TBD**

d. **Fine Free Libraries:**

- There are now 34 member libraries (52%) having gone completely fine free. Fully fine free means that patrons who return items late or renew items late will no longer be assessed a per diem late fee on any items. We have 6 libraries (9%) who are partially free. To keep up with who is fine free you can check out <https://midhudson.org/fine-free-libraries/>.
- *Thinking about going fine free?* [The website](#) includes useful information and articles.
- *Planning to go fine free?* Please do open a ticket **at least a week before your intended “go live” date**. The transition does take some configuration and it is also an opportunity to work with you to consolidate and refine your configuration. Below are some of the common elements that we will tackle in your transition
 - Determine if there are exceptions to being free that you would like to maintain
 - Review gaps in your current rules that need filling
 - Review aberrations that exist in your current rules to consolidate
 - Eliminate legacy exceptions that are no longer relevant.

Many libraries who choose to be fine free have also eliminated outstanding fines. We can work with you on the specifics this process and provide you with the data to help you decide to remove the debt.

3. **Coordinated IT Services**

- a. We have resumed ordering technology equipment and software licenses. **Prices are about 20-25% higher than ever before due to supply chain issues and demand.** We will be monitoring the available prices for change and updating at least quarterly. We hope to see reductions, but you should review

posted pricing before ordering or for future budgeting.

b. E-Rate Deadlines Looming Large:

- The FCC Form 470 must be certified in EPC by **February 22nd** at least 28 days before the close of the filing window for the funding year in which services are requested. February 22, 2022 is the last possible day to certify an FY2022 FCC Form 470 and still have been able to certify an FCC Form 471 within the FY2022 filing window
- Funding window for 2022 closes on **March 22nd** –The FCC Form 471 must be certified on or before 11:59 p.m. EDT, on the date that the filing window closes.

For more information check the [USAC website](#)

For assistance contact: Natalie McDonough at the NY State Library natalie.mcdonough@nysed.gov

c. Beyond the Library WiFi Access Project (ARPA Funds)

- Once approved by the State Library, this program will provide exterior WiFi routers to allow libraries to extend their WiFi signal by 300 feet beyond their facility.
- Eligible libraries will meet the definition for serving economically disadvantaged communities. These libraries will be notified by the MHLS Technology Operations Team to ensure you a) are willing to accept MHLS managed equipment and b) to determine set up parameters so when the equipment arrives we can expedite installation.

4. Professional Development & Continuing Education

a. New Directors Forum: Grant Writing for Libraries | 2.3.2022 | 1:00 PM – 2:30 PM

In this webinar, participants will learn how to incorporate grants as a part of a well-balanced basket of revenue streams; develop grant projects using community needs; identify library grant funding sources; and write a strong proposal with a realistic budget.

[Register here.](#)

b. Trustee Handbook Book Club continues in 2022

- Upcoming Dates
 - February 22: [Facilities](#)
 - March 29: [Policies & Risk Management](#)
 - April 19: [Ethics & Conflicts of Interest + Intellectual Freedom, Censorship and Privacy](#)
 - May 3: [Planning & Evaluation](#)
 - June 14: [PR & Advocacy](#)
- Archive of recordings: <https://midhudson.org/trusteebookclub/>
- DIY Kits: After each session the recording is posted at the link above and a document is coupled with it to help you facilitate a conversation at the local board level.

c. Coming in 2022 - Niche Academy: MHLS staff is working to use the platform provided by Niche Academy to create a new portal for MHLS stakeholders to access on demand webinars and courses. This will include an archive of curated recorded live webinars as well as courses developed in the Niche Academy environment to help staff and trustees have more engagement with online learning. This platform will

also enable us to automate the issuance of certificates for trustee education by January 2023 to enable all trustees to easily comply with the new Trustee Education Requirements.

5. Consulting & Development

- a. **The Library of Local Year 2 Opportunity:** MHLS member libraries are invited to apply to become part of the Library of Local program (LoL) using the LoL Micro-Hub Application. Applications must be completed by February 15.

The Library of Local, a collaboration between Partners for Climate Action Hudson Valley and the Mid-Hudson Library System (MHLS), is back for another year of building community resilience and local self-sufficiency through books, tools, resources, and programming.

In 2022, LoL is going to be even bigger, supporting more communities through the addition of ten (10) Micro-Hub Libraries that will each host a table-top kiosk with a curated collection of LoL materials and quarterly events that focus on Regenerative Land Use, Green Building, Renewable Energy, and Climate Change. These Micro-Hub Libraries will join the LoL anchor libraries, Kingston Library, Hudson Area Library, Morton Memorial Library, and Mountain Top Library, who piloted a successful first year amid the COVID-19 pandemic to deliver tools, books, seeds, and programming around the theme Sow, Grow, Reap, Repeat! Gardening and Foraging for Resilience. In 2022, the hub at Morton Memorial Library will move to the Howland Public Library, who will join the LoL as the newest anchor library. Anchor library collections will also be expanded to include AV equipment that can be checked out by local community organizations and initiatives to support community organization efforts.

Libraries selected for Year 2 of LoL will receive:

- A collection of materials to support patrons and community leaders in furthering their work and understanding of this year's topics
- Resources and support to develop and maintain a locally sourced seed library
- Access to a curated speakers bureau of local experts relevant to these topics
- Event promotion through LoL communication channels
- Support in developing partnerships with local community groups and leaders working to address climate change at the local level through the NYS Climate Smart Communities Program
- Access to the LoL listserv
- Support from MHLS and the LoL Project Team at monthly LoL library calls to share and develop ideas to create more resilient communities.

Interested libraries can check out the upcoming LoL Information Session on February 4th or apply now using the LoL Micro-Hub Application. Applications must be completed by February 15.

Additionally, all MHLS member libraries will be welcome to invite patrons to and develop local programming around four Library of Local Climate Solutions events, which will be broadcast live from LoL anchor libraries throughout 2022.

b. Digital Navigator of the Hudson Valley (ARPA)

- Thirty-six staff members from 28 MHLS member libraries applied for the [Digital Navigators of the Hudson Valley](#) (DNHV) program. DNHV will connect patrons and community members to resources and services to secure affordable broadband, computers, and devices, and provide basic digital literacy training and support in completing necessary paperwork and applications. As part of the program, Digital Navigators will receive training in identifying local resources and services, understanding learner needs, and collecting data. Digital Navigators will also attend 2 calls each month where they'll receive coaching and share their experiences in implementing their training and connecting with and helping people in their community. The DNHV program also include a publicity campaign to call attention to the effort of libraries in this area, and professionally designed marketing materials libraries can use in their promotional efforts.
- Applicants will receive a welcome email that includes and Memo of Understanding which much be completed electronically to participate in the DNHV program
- If you missed the application deadline and would like to participate, contact Casey Conlin ASAP.

c. Changes to New York State Laws impacting Personnel Policies for Association Libraries:

- Whistleblower Law: The NYS “whistleblower law” has been expanded with the changes going into effect January 26, 2022. For a good summary of the changes to the law, which are extensive, [check out this article](#).
- Electronic Monitoring of Employees: NY Civil Rights Law was amended to require private employers to provide prior notice concerning the monitoring of employee telephone, email, or internet usage. This takes effect May 7, 2022.
 - Under the law, employers are required to notify employees that “any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system” may be subject to monitoring “at any and all times by any lawful means.” The law requires that the written notice advise employees that the electronic devices or systems that may be subject to monitoring include, but are not limited to, “computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems.”
 - The law requires that employees acknowledge receipt of the notice, “either in writing or electronically.” Employers should consider retaining written or electronic records of the notification to and acknowledgement by each employee who is subject to electronic monitoring.

d. PILOT Payments: Public Libraries (municipal, school district, and special district public libraries) are eligible to receive “Payments in Lieu of Taxes” (PILOT) payments. These payments are mechanisms for taxing jurisdictions to receive payments for government services from otherwise tax-exempt entities. These payments are often the result of individual negotiations between the lead taxing jurisdiction and the tax-exempt organization – usually, at least in the Hudson Valley, this is an incentive provided to attract businesses into the region. **Public libraries must be listed in the local “Uniform Tax Exemption Policy” in order to receive PILOTS.**

- For more information please see: the [Research Brief from the Office of the State Comptroller on Property Tax Exemptions in New York State](#).

- To ensure your library is [included contact the Industrial Development Agency \(IDA\) for your county](#)

e. Political Calendar 2022

- Libraries planning to hold budget votes in 2022 should confirm deadlines and plan to submit petitions and other necessary documentation to their relevant town, village, or city clerks according to their local Board of Elections' political calendar. The [NY State BOE Political Calendar](#) is a good general source, but libraries should check with their local BOE for the most accurate dates relevant to voter registration, absentee ballots, early voting, petitions, and other relevant voting dates.

f. Municipal Ballot (414) Votes

- Extension of Chapter 70 of 2021 (Petition reduction trustees and 414 votes): We are currently engaged in advocacy to extend the bill to reduce the number of signatures necessary to get on the ballot in November through this year. This is bill [S7880](#) and is sponsored by Senator Sean Ryan and Assemblymember Kimberly Jean Pierre. Association and municipal public libraires are encouraged to reach out to their respective Senators and Assemblyperson to advocate for this bill.
 - Why? This bill greatly reduces the number of signatures necessary on a petition to allow a library referendum to be added to the ballot for the General Election. While a pandemic-era nod to helping trustees minimize exposure to COVID-19 this also brings this action into alignment with other petition signature limits for allowing libraries to be on the ballot which is a more equitable approach for small and rural libraries.
- 414 Vote Libraries are invited to a series of "Meet Ups" Scheduled for 2022 to discuss best practices and receive support from MHLS staff and their peers.
 - Friday, March 18 at 10am
 - Thursday, May 5 at 2pm
 - Thursday, September 8 at 2pm
 - Wednesday, October 12 at 2pm
 - a. Please register through our [online calendar](#)

g. New Monthly MHLS Bulletin Features in the "Trustee Resources" section:

- Trustee Tips: Trustee responsibilities are small in number but broad in scope. This monthly Bulletin feature is designed to remind, reinforce or introduce tips that are helpful to member library trustees.
- Ask Me Anything (AMA) with Rebekkah Smith Aldrich MHLS Executive Director & Co-Author of the [Handbook for Library Trustees of New York State](#) is a monthly installment where Rebekkah will answer your questions! Feel free to submit your question [here](#) or to contact Rebekkah at rsmith@midhudson.org with the subject line: *AMA Trustee Question*.

h. Turning Outward 2022 Cohort Program

Each year, MHLS works with a cohort of libraries to use the tools in Turning Outward to gather input from their community, which is used in developing a strategic or long-range plan to address community needs that resonate with library staff and trustees and the people the library serves. MHLS and the

cohort will provide regular support and training on these tools for libraries participating in the cohort. “Turning outward” is a process developed by The Harwood Institute for Public Innovation, which entails taking steps to better understand communities, changing processes and thinking to make conversations more community-focused, being proactive to community issues, and putting community aspirations first.

Applications should be completed by February 11.

For more info see the [Turning Outward Intro Webinar](#) or contact MHLS Library Sustainability Coordinator, Casey Conlin.

i. Oath of Officer Reminder

- Many library trustee terms begin on January 1. New York State Public Officer's Law §10 (<https://www.nysenate.gov/legislation/laws/PBO/10>) requires all public library trustees (but not association library trustees) to take and file an oath of office within 30 days of beginning their term of office. Public library trustees are public officers and the oath of office is required to officially undertake and perform the duties of a public library trustee. Page 9 of 15
- If a public library trustee does not properly complete and file an oath of office, the trustee's position may be deemed vacant. See Public Officer's Law §30(1)(h) (<https://www.nysenate.gov/legislation/laws/PBO/30>)
- For more information about how and why the oath of office is administered, and where to properly file an oath of office, please see the Oaths of Office FAQ on the New York State Library website: <http://www.nysl.nysed.gov/libdev/trustees/oath.htm>

j. New York Publishes Final Paid Sick Leave Regulations

- [New York Paid Sick Leave \(PSL\)](#), enacted in 2021 requires employers, including association libraries, to provide paid leave to employees relating to an employee's or an employee's family member's medical needs, or for reasons relating to domestic violence and similar offenses. In adopting the final regulations, the NYS Department of Labor (DOL) [published comments and responses](#) addressing various parts of the regulations, including the requirement that employees be permitted carry over unused leave from year to year. Best practice may be to use a capped accrual system of providing PSL given the carry over requirements. [Click here](#) for a summary of the published comments from the DOL.

k. NYS COVID Leave

- Information on NYS COVID Leave Eligibility and requirements is available for [employees](#) and [employers](#).

l. Increase to NYS Minimum Salary Level for Executive and Administrative Exemptions

- a. According to information from the NYS Department of Labor, effective December 31, 2021, the minimum weekly salary to qualify for the executive and administrative exemptions for salaried exempt employees in areas outside of New York City, Nassau, Suffolk and Westchester counties will be \$990.00 per week. More information is available at the NYS DOL minimum wage FAQ page. This

applies to non-profit organizations like association libraries as well as public libraries.

6. Cooperative Collection Development & Digital Collection Access

- a. OverDrive is sunsetting their original mobile app in favor of their **Libby app**. The legacy app will be removed from all app stores and OverDrive hopes to convert all app users to Libby by the end of 2022. They have provided marketing and FAQs to help you share the word with your patrons on their [resource Center](#).
- b. **Custom Consultation/Training Available:**
 - **OverDrive Marketplace:** In addition to scheduled group training and recorded training opportunities for OverDrive Marketplace, MHLS also offers a customized opportunity to personalize this training to your library through a workflow consultation request. If you are just getting started with Marketplace, need a refresher or want to dig deeper than ever before, Nina can work directly in your library account, using your data to make the training experience more meaningful.
 - **Custom Gigabit Toolkit workflow consultation:** The Toward Gigabit Libraries toolkit and Broadband Improvement Plan is a powerful, free tool to help libraries learn about and improve their current broadband infrastructure and internal information technology (IT) environment. MHLS Technology Operations will consult with you and assist you towards finding success with the toolkit. The first step is to [access the toolkit](#). The toolkit is designed to help you to navigate understanding your current environment and provide the tools to develop a technology plan that will bring you up to speed and take you into the future. MHLS can provide you with support in that process.
 - Create a current network diagram and inventory to determine weak links
 - Review your current broadband contract and the market available in your area
 - Monitor the service in your site at peak and low service intervals to reveal success and failures in service
 - Review the technology support you have in place.
 - Review funding opportunities

The goals are simple, become proficient in your library's specific technology environment, learn what can be improved and at what cost, and then explore the options.

Either of these custom workflow consultations can be requested using [this form](#). Select "Other" and use OverDrive Marketplace, or Gigabit Library. We will respond to your request in short order with next steps and possible dates.

7. Awareness & Advocacy Services

- a. The Governor released her executive budget. Unlike her predecessor, she did not cut library aid but, like her predecessor, she did cut construction aid.
 - **Executive Budget:**
 - \$96.1 million (for your reference: amount set in Education Law: \$102.6 million; amount in law adjusted for inflation: \$123.1 million)

- \$14 million (for your reference: this amount was \$34 million last year; reported need for construction funding in MHLS in 2021: \$33.6 million – which is just about the amount provided statewide!)
 - Please reach out to your legislators by:
 - Calling them to let them know what is in the Governor’s budget is not keeping up with the demand for library/system services in the Hudson Valley
 - Inviting them into your library to help them understand how their constituents benefit from library and system services
 - Attend their town hall meetings and speak up about library aid and construction aid
 - Write to your legislators and to Legislative leaders in Albany through the [NYLA Call to Action](#)
 - MHLS Advocacy Briefing is scheduled for Tuesday, February 22 at 2:00pm. This event will provide an overview of the executive budget and the library community’s goals for advocacy in 2022.
[Register here.](#)
 - Advocacy Week Appointments: MHLS staff will make appointments for online meetings with all state legislators the week of February 28th, including shared appointments with other public library system and 3Rs that overlap with legislative districts within MHLS. All meetings will be online. Watch the MHLS-Notices list and the MHLS Bulletin for detailed schedule information.
- b. **County Funding Advocacy Meeting 05.06.2022 | 10:00 AM – 11:00 AM**
- We request that at least one representative from each county plan to attend this meeting to share best practices for county-level advocacy.
[Register here.](#)

8. Interlibrary Loan Services

- a. There is no report on this topic this month. Please contact Kyra Walker, MHLS Interlibrary Loan & Cataloging Specialist [ill@midhudson.org] with any questions.

9. Construction Program Services

- a. Watch for the Construction Needs Update Action Memo in April, this will be the first step to apply in the next funding round.
- b. Contact Casey Conlin with any questions on construction projects.
- c. To get ready for the next round of grant funds:
 - Update (or create) your library’s board approved, prioritized facility plan. (Need help getting started? Check out this sample outline for a facility plan from MHLS)
 - Directors will be sent a 2019 Construction Needs/Intent to Apply Action Memo from MHLS via the MHLS-Notices list. Completion of this is the required first step for eligibility in MHLS.
 - Register for a NYS Directory Service Account (necessary to access the online application)
 - FEIN and SED Vendor Number: In order for a public library to apply for funding from the NY State Library’s Public Library Construction Grant Program, the library must have its own FEIN number, which will enable the library to receive a NY State Education Department vendor number. A public library must be assigned a vendor number in order to receive construction grant funds.

- Is your building more than 50 years old? Check out the State Historic Preservation Office (SHPO) Approval Documentation
 - NYSERDA Program for getting environmental point
 - Green Jobs Green New York Energy Studies - provides Energy Studies to identify and analyze opportunities to make buildings more efficient, which lowers associated energy costs. Small Businesses with 100 or fewer full-time equivalent employees or Not-For-Profit Organizations of any size are eligible for this costshare program. Pricing: 10 FTE or less: \$100, over 10 and less than 50 FTE: \$250, over 50 FTE: \$500. More info at <https://on.ny.gov/2QD2G8u>.
- d. For more information: <https://midhudson.org/nysconstructiongrant/>
- e. Applying for Funds Through the State Aid for Library Construction Program 4/19/2022, 2:00 PM – 3:00 PM This webinar is designed for Mid-Hudson Library System member library directors and trustees who would like an introduction to the New York State Aid for Public Library Construction Grant Program and an orientation for how to take the first step to apply in the new grant cycle – the submission of the MHLS Action Memo reporting a library’s construction needs and intent to apply for a grant. During this webinar we will cover:
- An introduction to the grant program
 - A review of the MHLS Board’s priorities for funding
 - Orientation to the MHLS Action Memo which serves as the first step to applying
- [Register here.](#)
- f. Construction Grant Technical Assistance Workshop 06/21/2022, 2:00 PM – 3:30 PM
- This workshop is designed to assist member libraries who plan to apply for the next cycle of State Aid for Library Construction Aid. This workshop will be particularly helpful to first time applicants.
- The workshop will focus on filling out the online application and associated paperwork. For general program information, MHLS Funding Priorities and an overview of the timeline of the grant please view the earlier webinar, Applying for Funds Through the State Aid for Library Construction Program.
- [Register here.](#)

10. Communications Among Member Libraries

- a. There is no report on this topic this month.

11. Special Populations

- a. MHLS member library staff who work with families and young children age birth-5 are invited to participate in the **2022 MHLS Early Literacy Cohort program**. This program is designed to help your library strengthen its capacity to provide early literacy services in your community through training on early literacy best practice and member library peer support sessions. This program consists of four monthly 90-minute sessions taking place from March through June.
- Topics covered will include:

- Community Assessment
- Strategies for Partnerships and Outreach
- Planning and Presenting Programs

This dynamic peer supported program is limited to 12 participants. If you are interested in participating, please fill out this [brief form](#) by February 16.

- b. **Reminder: The DayByDayNY Spanish site is being discontinued.** Please remove all links to the site, <http://daybydaynysp.org/>. Please note only the Spanish site is being discontinued. This does not affect the DayByDayNY site in English (<https://daybydayny.org/>), which will continue to operate normally. Division of Library Development will keep the domain name for the Spanish site in case they decide to bring it back in the future. The content on the site is being archived.
- c. **Direct Request from an Inmate at a Correctional Facility:** A reminder to all MHLS libraries that if you receive in the mail a reference request directly from a state correctional facility inmate that you should not respond to them – you should send the request to Kerstin Cruger at MHLS to forward to the senior librarian at their facility. This will legitimize and facilitate their access to information, as the NYS Department of Corrections and Community Supervision has a mechanism and procedure for information sent to prisoners, and it must involve the facility library. Keep in mind that there is seemingly innocent information that certain incarcerated individuals are not allowed to have due to their history of criminal actions, and when the requests come to you unmediated by a facility librarian it is not possible to determine what those specific parameters are. The best way to serve this patron, if they contact your library directly, is to send the request (including the envelope) to Kerstin Cruger through delivery.
- d. **Magazine Donations for Correctional Facilities:** To allow member libraries to continue to support correctional facility libraries by donating discarded magazines, a temporary allowance is being made for the transportation of discarded magazines to MHLS via MHLS delivery. Member libraries can support correctional facility services and collections by donating discarded magazines for use in correction facility libraries. These donations were formerly accepted only by in-person delivery to MHLS facilities, but the pandemic and the suspension of in-person MHLS meetings and trainings means most libraries can't transport these magazines to the MHLS facility.

Discarded magazines in good condition are welcome according to the guidelines below.

- Only discarded magazines will be acceptable for delivery. No other discarded media or formats have been approved for transportation through delivery.
- This is a temporary solution due to the lack of in-person meetings caused by the pandemic, and this will run through June 30th, 2022, at which point magazines will not be permitted to go through MHLS delivery.
- Discarded magazines being donated to correctional facilities should be bundled together and addressed to MHLS ILL.
- Discarded magazine bundles should be no more than 10 inches thick.
- Discarded 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 discarded magazine bundle per week.

12. Cooperative Efforts with Other Library Systems

- a. Please see the action item from System Services Advisory Committee for an update on the Reciprocal Lending Agreement option with OverDrive

13. Administrative

- a. Annual Report to the State
 - **Each library is required to complete the annual report by February 25, 2022 at 5pm.**
 - Each year, MHLS distributes a packet with information on your library's circulation and holdings from the previous year to help in completing your annual report.
 - **Your library's annual report packet will be available as a PDF file at <https://midhudson.org/member-library-2021-annual-report-packets/>**
 - Please note: this year's annual report packet will not be distributed through MHLS delivery as in previous years. You can download your library's information from the page above and print it out if you prefer a hard copy of the information.
 - Information for completing the report is available at <https://midhudson.org/annualreporttips/> and libraries can contact MHLS Library Sustainability Coordinator, Casey Conlin, with any questions they may have.
- b. Member Information Updates (CASEY)
 - In order to effectively communicate with our members the Mid-Hudson Library System maintains a database of contact information for our member libraries. Once a year we request an update of this information to keep our records accurate. In January, an Action Memo with a link to an online form was sent out via the MHLS Notices List for each member library director to complete and submit. If you have any questions please contact Alexa Stroh, Library Sustainability Associate at astroh@midhudson.org.