

MHLS Report to Member Library Directors | June 2022

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

1. Delivery Services

- a. **The Juneteenth holiday** will be observed by MHLS on Monday, June 20th. There will be no delivery.
- b. **Hudson Correctional will receive delivery directly to their facility starting on Thursday, June 9th.** Thank you to Emily Chameides and the Hudson Area Library for housing the Hudson Correctional Facility delivery over the past several years.
- c. MHLS conducted our **annual review of stops** based on circulation using member data from 2018, 2019, 2021 (leaving out 2020 due to COVID-19) and at this time, even though there were seven libraries that would have normally had stops decreased, all libraries will remain at their current number of stops due to the impact of the pandemic over the past year.
- d. Thank you to members **pre-sorting items** for drivers to forward sort. It seems to be going well and as always, call Tom or Chris if you need assistance or have any questions.

2. Integrated Library System & Cataloging Services

- a. **A new due date “you just saved” option:** We have the ability to edit your library due date slip to use the actual cost of the items a patron checks out (from the item record) rather than the estimated totals based on the [table posted by NYLA](#) . While the due date more appropriately reflects the true value of our ever expanding and increasingly diverse materials, the price must be entered in the item record to work. If you are interested in making the change, open a ticket by emailing techsupport@midhudson.org.

b. Vega Development Update

Welcome Mahopac! We’re happy to have Mahopac Public Library on board as our 6th pilot site. Mahopac library staff have received onboarding orientation training and are now participating in the review of the new discovery platform.

Recent updates to Vega Discover

Kiosk mode

Kiosk sites are optional specific URLs for Vega Discover that can be used within the library building to display the call number and checked-in status of items at that particular library without the patron needing to sign in or click and scroll a list. The entire consortia collection can still be searched, unless the library chooses to display only their local collection. In the event that a patron logs in, the automatic time-out time can be

adjusted to the library's liking, instead of the 90-day default used to keep patrons signed in at home. If a patron who belongs to another library is using a kiosk, Vega will also indicate if the materials are available at the patron's home location but will still present the kiosk location call number and availability first.

Patron can update password/PIN in Profile

We now have the option to allow patrons to update their PINs/passwords within Vega discover. An additional Passcode policy message configuration has been added to the Patron Settings that allows the library to communicate the password policy required for the creation of new patron passwords.

When editing is enabled, patrons will see a button to change their password when editing their patron profile. Using this button will open a modal where the patron must supply their previous password/PIN and enter their new password twice to update this field. The Passcode policy message, if configured, will display in the modal to help the patron choose a valid password.

Patron can change pickup location for holds

Patrons can now click the Pickup Location link displayed above the current pickup location for their pending holds. Clicking this link will open a modal where the patron can choose from the available pickup locations and make a change, up until the hold is filled and the item is in transit or on holdshelf.

Improved diacritics handling in search results

Searching with or without diacritics will now return the same results, regardless of whether items have or do not have diacritic characters. The changes handle predominantly single-letter diacritics like those you find in romance languages. Innovative will be following up with more improvements for the handling of more complex language characters in the near future.

Examples:

Beyoncé will now return the same results as Beyonce

Les Misérables will now return the same results as Les Miserables

3. Coordinated IT Services

- a. **Beyond the Library WiFi Project Update:** Gerry Formby and Isaac Barbee are making the rounds to each of our 43 library recipients to install Wifi units to improve internet access both in and around the libraries. At this time, we are about halfway through the installations, and expect to complete the installations on target and for them to all be fully operational in July.
- b. There are changes to Microsoft donation program eligibility and license purchasing through TechSoup. The web link below offers a detailed understanding of how the changes will be affecting public libraries.

<https://blog.techsoup.org/posts/helping-public-libraries-navigate-microsofts-program-changes>. The summarized version is that you will need to purchase one-time licenses for on premise installation or purchase subscriptions to the full Microsoft 365 suite. It is possible to get the Education pricing, but there is a qualification process. Click here for more info: <https://page.techsoup.org/microsoft-libraries-letter-march-2022>

- c. The Internet Explorer desktop application will be “end of lifed” June 15, 2022. This means Microsoft will no longer support or update the application. Internet Explorer was launched in 1995 and made it through 11 versions <https://docs.microsoft.com/en-us/lifecycle/products/internet-explorer-11>
- d. Libraries who subscribe to MHLS IT support will be asked for feedback in July. We are interested in hearing from you about the service to help us to plan forward.

4. Professional Development & Continuing Education

a. Two Upcoming Events for New Directors:

- i. New Directors Forum: Toward Gigabit Libraries | Tuesday, June 14th from 12:30-2:00pm | Online | [Register Here](#)
- ii. New Directors Meet Up | Friday, July 22 from 10am-12pm | In person @MHLS Auditorium | [Register Here](#) | Submit questions/topics for conversation [here](#)

b. Trustee Handbook Book Club

- i. Archive of Trustee Handbook Book Club Events Available <https://midhudson.org/trusteebookclub/>
- ii. [Trustee Handbook Book Club: PR & Advocacy](#) | June 14th | 1:30pm-3:00pm
 - 1. Join co-authors of the Handbook for Library Trustees of New York State Jerry Nichols and Rebekkah Smith Aldrich for this fun and informative series! Each month trustees are encouraged to read a chapter of the Trustee Handbook and send in questions that the authors will address.

c. [Pathways to Sustainable Funding \(MHLS Trustee Education Series\)](#) | June 16th | 5:30pm-7:00pm

- i. One of the primary responsibilities of a library trustee is to secure adequate funding for the library. This requires both an honest assessment of the true costs to run a viable, vital, and visible library as well as a strong understanding of the legal funding mechanisms for libraries in New York State. At this session we will provide an overview of key areas impacting library budgets as well as introduce the new toolkit released this year from the New York State Library, the *Public Library District Toolkit: Strategies to Assure Your Library’s Legal and Financial Stability*.

d. Coming Soon!:

- i. **Justice at Work:** We are working with Freedom Lifted to offer the series **Justice at Work in Public Libraries: Understanding Power, Oppression, Resistance and Solidarity**. This self-paced 5-hour online course allows individuals to take the course at their own pace and then come together with their team to discuss the concepts of Connecting Identity and Power, Understanding Oppression, Resistance and Solidarity. Libraries can have up to 10 library staff/trustees participate in the program. More information and an application will be available this summer.
- ii. **Save the Date! MHLS Mini-Conference on Equity, Diversity & Inclusion (EDI):** Friday, October 7th, 2022, | 9:30am-3:30pm | Online - MHLS will be convening a mini-conference to highlight trends and best practices in creating more inclusive and more equitable library spaces. The mini-conference will feature nationally recognized leaders in EDI initiatives as well as practitioners from local MHLS member libraries. This event will take place online.
- iii. **Fostering LGBTQ+ Inclusive Libraries & SafeZone Training:** This two-part series includes one 2-hour online session filled with general knowledge on the topic of how to be a more inclusive space for the LGBTQ+ community. The second 2-hour online session is for libraries that would like to continue their training to get the SafeZone Certification. To receive the SafeZone Certification attendance at both sessions will be required. These sessions will take place in fall 2022.

5. Consulting & Development

a. Open Meetings Law:

- i. The Committee on Open Government, the oversight body for the NYS Open Meetings Law (OML), issued an updated [document with answers to frequently asked questions](#) about the recent adjustments to OML as well as model language for a board resolution to allow for remote participation by individual trustees in "extraordinary circumstances," as well a model policy a board could use as the basis for adopting procedures related for the allowance for member videoconferencing pursuant to Public Officers Law. This law goes into effect June 8th, however, the state of emergency due to COVID-19, which allows for fully remote meetings/individual participation without any in-person requirement for the public, is currently in play until June 14th. This means that if a board is currently meeting in person, but one or two trustees want to participate remotely this is permissible until June 14th. Once the state of emergency for COVID-19 is lifted, without the resolution (passed at a public hearing) and adoption of the procedures,

those trustees participating remotely would not count towards the quorum unless the conditions under which your board approved remote participation under extraordinary circumstances, as outlined in the FAQ document and law, are met.

b. Movie Licensing Group Discount

- i. MHLS has again secured a group discount with Movie Licensing USA (MLUSA) according to the terms below for libraries that wish to continue or join the MHLS group buy. **Libraries that wish to purchase a new license or renew an existing license from Movie Licensing USA through the MHLS group discount should email Outreach & EDI Specialist Kerstin Cruger, at kcruger@midhudson.org by July 22nd.** MHLS will invoice your library for the cost of the license based on the rates provided by MLUSA, which are available on the [MHLS website](#).
- ii. 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 companies commonly used by MHLS member libraries that provide this type of license, 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. Of note for libraries with current licenses with MLUSA is an addition to the current licensing agreement [which provides rights for outdoor screenings](#) of a number of movies without the purchase of an additional license normally required for public screenings outside the library building.

- c. 414 Meetups:** MHLS is hosting regular online meetup events for libraries engaging in 414 vote campaigns in 2022. At these meetups, libraries get support from MHLS for meeting deadlines and completing administrative tasks necessary for a successful 414 effort and share tips and ask questions about best practices for winning at the ballot.

Upcoming Dates

- a. [September 8](#)
 - b. [October 12](#)
- d. [The Great Give Back](#) 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. This year, The Great Give Back will be on Saturday,

October 15th. This is the fourth year of this statewide program.

6. Cooperative Collection Development & Digital Collection Access

- a. OverDrive IP Change: You will likely be receiving (or have already received) notification of OverDrive having an IP address change that will affect access to your customers. MHLS Technology Operations has already made the modifications to accommodate the IP change. There is nothing for you to do, and you can ignore the notification.

7. Awareness & Advocacy Services

- a. MHLS is closely monitoring a bill that would require the NYS Department of Taxation and Finance to produce a public report on all areas of the state where taxpayers are double taxed for library services.
- b. MHLS is working with the New York Library Association (NYLA) to introduce a bill to permanently reduce the number of petition signatures needed for municipal ballot votes (414 votes). It is expected that this bill will be introduced next session and will be a priority bill for NYLA.

8. Interlibrary Loan Services

- a. The Hudson Correctional Facility will once again be requesting items. They now have a librarian Benny Vischer and delivery stops resumed on June 9th.

9. Construction Program Services

- a. Rebekkah Smith Aldrich, MHLS Executive Director, will be the point person for questions related to this program after June 10th as we work to hire a new Library Sustainability Coordinator. It is advised that you reach out to Rebekkah early if you'd like to book time to review your project and get your questions answered.
- b. For those applying for the next round, please plan to attend the technical assistance webinar on Tuesday, June 21st at 2:00pm. [Register here](#) for this event. The Division of Library Development (DLD) reports that the LDGrants portal will open for applications on June 8th. Grant applications will be due on Friday, August 12th. There will be no extensions to this deadline.
- c. Grants submitted during the previous fiscal year (August 2021) have been reviewed by DLD and will be submitted to DASNY for review in June.

10. Communications Among Member Libraries

- a. The deadline to submit job openings to be included in the MHLS Bulletin is Thursday, 4:00pm of the week prior to publication. The MHLS Bulletin is published every Tuesday. Please send job ads to bulletin@midhudson.org.
- b. MHLS is always looking for member spotlights to share in the Bulletin. If you have a program, partnership, grant, collection, etc. that you would like to share with your peers please contact [Alexa Stroh](#), MHLS Library Sustainability Associate.

11. Special Populations

- a. **Outreach Mini-Grants Due June 24:** State funding is now available for MHLS libraries to develop and support services for state-identified targeted populations through the **Outreach Mini-Grant program**. The MHLS Outreach Mini-Grant helps member libraries provide programs, collections and services including EDI and other training for staff to provide services to members of the community that are part of the target populations defined by [Commissioner's Regulations §90.3](#).

Thirty (30) grants in the amount of \$1,100 each are available. MHLS member libraries interested in receiving funding should complete the [Outreach Mini-Grant application](#). This is a competitive grant program, and award funding will be allocated based on quality of projects submitted and completeness of applications submitted.

Timeline:

June 24, 2022 – Applications due

July 2022 – Awards Announced

December 1, 2022 – Funds must be spent, and Grant Closing Reports completed by grant recipients

December 2022 – Funds will be distributed

For more information and to access the application please visit the [MHLS Outreach Mini-Grant page](#). Questions about the application process and eligibility requirements can be directed to MHLS Outreach & EDI Specialist, Kerstin Cruger, kcruger@midhudson.org.

- b. **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 the end of 2022. Before sending these materials through the delivery please view the [special guidelines](#).

12. Cooperative Efforts with Other Library Systems

- a. **Support for Book Challenges:** We have partnered with other public library systems across the state to hire Stephanie “Cole” Adams, a lawyer with a growing practice that specializes in New York libraries, to produce resources related to the significant increase in book challenges in the U.S. Through this project a resource for trustees to clarify their role in collection development policy development and request for reconsideration procedures as well as a policy development guide for a public library to refer to when either developing collection management policy or checking their current policy to ensure they have updated, clear, and board-approved documents governing: selection, purchase, shelving, “weeding,” and challenges to library content. This will include a challenge form and process notes. We will also host a live webinar for trustees and staff to review this content and ask questions.

13. Administrative

a. Library Sustainability Coordinator:

- i. Casey Conlin, our Library Sustainability Coordinator, is moving on to take on a new challenge in a new field. Casey has been a true asset to the MHLS team, from developing the Reimagining Library Services webinar series, launching The Library of Local Project, and providing unprecedented support to member libraries during the pandemic. Casey was the lead author of the reopening plan template shared with member libraries in mid-2020 as libraries grappled with how to reopen their facilities safely once the stay-at-home order was lifted for libraries by New York State.
- ii. Casey’s last day will be June 10th. After June 10th, in the interim until a new person is hired, if you need support in areas led by Casey, please use this list to contact the MHLS staff person best able to assist your library:
 - Annual Reports to the State: Kerstin Cruger, MHLS Outreach & EDI Specialist
(kcruger@midhudson.org, x250)
 - MHLS Bulletin (weekly newsletter): Alexa Stroh, MHLS Library Sustainability Associate
(astroh@midhudson.org, x253)
 - Charter Issues: Rebekkah Smith Aldrich, MHLS Executive Director
(rsmith@midhudson.org, x239)

- State Aid for Library Construction Program: Rebekkah Smith Aldrich, MHLS Executive Director (rsmith@midhudson.org, x239)
 - Digital Navigator Program: Kerstin Cruger, MHLS Outreach & EDI Specialist (kcruger@midhudson.org, x250)
 - The Great Give Back: Kerstin Cruger, MHLS Outreach & EDI Specialist (kcruger@midhudson.org, x250)
 - The Library of Local Project: Rebekkah Smith Aldrich, MHLS Executive Director (rsmith@midhudson.org, x239)
 - Support for New(er) Directors: Rebekkah Smith Aldrich, MHLS Executive Director (rsmith@midhudson.org, x239)
 - NYLA Scholarship Applications: Kerstin Cruger, MHLS Outreach & EDI Specialist (kcruger@midhudson.org, x250)
 - Sustainable Library Certification Program Support: Rebekkah Smith Aldrich, MHLS Executive Director (rsmith@midhudson.org, x239)
 - Trustee Education Series/Trustee Handbook Book Club: Rebekkah Smith Aldrich, MHLS Executive Director (rsmith@midhudson.org, x239)
 - Turning Outward Program: Kerstin Cruger, MHLS Outreach & EDI Specialist (kcruger@midhudson.org, x250 or Rebekkah Smith Aldrich, MHLS Executive Director (rsmith@midhudson.org, x239)
 - Vote Support: Rebekkah Smith Aldrich, MHLS Executive Director (rsmith@midhudson.org, x239)
- iii. The search for a new Library Sustainability Coordinator is underway. Please [share the job ad](#) with folks you think would be a good fit for this position. This position is open until filled with the first evaluation of applicants starting on Monday, June 13th.
- b. We are pleased to welcome two new staff members:
- i. Lisa Massarelli, Financial Assistant – Lisa is taking over this position from Joan Kay, who retired after 22 years of dedicated service. Lisa can be reached at x214 or lmassarelli@midhudson.org
 - ii. Farah Faizi, Administrative Associate – Farah will be assisting MHLS Executive Director, Rebekkah Smith Aldrich. Farah can be reached at x216 or ffaizi@midhudson.org