

Mohawk Valley Library System

Director's Report

April & May, 2014

Administration & Governance

The MVLS Annual Meeting was once again a good success. Thank you to Kathy and to all trustees and staff who contributed to that success. We should have a discussion about returning to the practice of moving the annual meeting around the system so we can get better participation from some of the more distant libraries.

The state aid charts should be released soon. Our expectation is that our state aid payments will be increased by about 1% over 2013 levels. This will amount to about \$8,000 in MVLS discretionary funding, that is, money that we don't just send on to members, JA or somebody else. We will amend the budget after we have the state aid charts.

The Building and Equipment committee will hold its annual walkabout meeting immediately after the June board meeting. You will notice that the parking lot has been repaired and re-sealed and the additional grab-bars have been installed in the rest rooms.

At the April meeting we discussed the National Grid proposal to have more efficient lighting installed. We have a proposal to change a variety of light fixtures, both interior and exterior. The total cost will be \$7,843. If we provide our share in monthly installments, our share will be \$5,418. If we provide a lump-sum payment, our cost will be \$4,721. The estimated annual savings is \$1,172. I recommend we accept this proposal, and use the lump-sum payment plan. That will add to our list of needed budget amendments. Also, we should allocate this expenditure to the board-designated "Vehicles, Equipment, Automation and Building" fund.

The MVLS state annual report has been accepted by DLD, and all member library reports except FTH and SCP have also been accepted.

You will notice in the Organizational Motions section of the June meeting agenda that a proposed approval item is for the board to authorize Cheryl to sign checks. Here's a little background. It is common for organizations to authorize check signers at the annual reorganizational meeting. MVLS is a little unusual in that check signing is stipulated in the by-laws as attached to the offices of Treasurer, President and Vice President. That has served MVLS well in the past, but in this coming year could leave us in a predicament since none of the authorized officers live close by. The addition of Cheryl to the authorized signers will be a help, and you can add her to the list of authorized signers by motion at the meeting. However, it also seems appropriate to amend the by-laws to specifically authorize that action. The by-laws amendment procedures call for notice at a previous meeting before the board votes to amend the by-laws. So I propose that the by-laws of MVLS be amended at the August board meeting by adding the following Section 6 to Article V (Duties of Officers) to state:

"The board may, at its sole discretion, by majority vote at any meeting, confer signing authority on additional trustees. Any signing authority so approved will terminate at the next

reorganizational meeting of the board, unless it terminates before that meeting as the result of board action.”

The Library Services Committee met in March and approved amendments to the Public Library Construction Grant Guidelines found on the MVLS web site at: <http://www.mvls.info/wp-content/uploads/2011/03/ConstructionPlan4-06.pdf> The amendment is to replace the indented section (A. through E.) with the following:

Committee verifies that all required assurances and documentation are included in library or MVLS applications.

Committee reviews and evaluates applications based on the following system criteria:

- Project results in expected expansion of service to the public through increased and improved building space and capacity including projects to meet Americans with Disabilities Act guidelines.
- Project results in economies due to energy conservation.
- Project results in improved or increased electronic accessibility

Committee may request additional information or revisions to Construction Aid applications.

Committee reserves the right to rank all projects equally.

Deborah Peters, who was elected as a Schenectady County board member at the Annual Meeting, has unfortunately had to resign. Cheryl is working on finding a replacement to be appointed by the board.

Last year we moved the August MVLS Board meeting to August 8 in order to accommodate the NYALS conference and vacations. I propose that we again change the date of the August meeting, this year to August 7.

Automation and Resource Sharing

The JA Council met on May 14. Two issues require MVLS Board approval. First, the Council voted to amend the JA budget, adding \$9,900 to the Professional Fees line to pay part of the cost of firewall and security testing. JA has the fund balance to cover this. We should also approve an amendment to the JA Agreement that adds the following language to the section on Committees:

I. Subcommittees and Advisory Committees: The JA Council may authorize the formation of subcommittees and advisory committees for the purpose of engaging and informing the members concerning JA operations and possibilities. The PAC Steering and Innovation Committees are current examples.

The reason for making this change to the Agreement is the development of a new committee, the Innovation Committee, which will hold its first meeting on June 11. The purpose of the committee is to provide a forum for members to discuss potential changes in library technology.

The Central Library Advisory Committee, Director’s Council, Karen Bradley and I have been discussing the development of a Central Library Aid Spending Plan. We are now required to have a plan annually

approved by the system and central library boards. We will have a plan for your approval by the August or September MVLS board meeting.

Eight preview sets were distributed to the member libraries and Picture Book City labels (Nature; Concepts; etc.) are now added to each recommended picture book. Review copies of children's and teen titles continue to be requested from publishers as their lists become available. 17 libraries requested advance readers' copies from our collection; we were able to send 8 books to each. These may be given to kids and adults; they can't be added to collections or sold. (Kids like receiving them!) 25 new early reader preview books were selected and sent to DUA for the PAWS school promotional program that was created by Kaela Wallman at SCP.

Delivery continues on a downward trend. For April and May, 3491 bins came into MVLS sorting (29% decrease from April/May 2013), and 3174 bins left for member library and branches (29% decrease from March 2013). 715 bins came in from SALS for our member libraries (9% decrease from 2013) and 770 bins of materials left MVLS for SALS libraries (7% decrease from 2013).

Outreach Services

The Outreach Advisory Committee met to look over results from this year's grant and revise the guidelines and application process for next year's grant. Libraries can apply for grant projects that will run from July 1 2014 – June 30 2015. The application deadline will be June 9. The Outreach Advisory Council will meet in June to decide on the awards. Books on TASC will be distributed to the libraries that are not participating in this year's grant.

Lois went to Barnes and Noble with Maryde King from Schenectady County Jail and Ken from Hale Creek to purchase materials from the Corrections and Institutions aid. She also prepared materials for and presented at Re-entry Day at Hale Creek (May 2) and updated information on MVLS website relating to Corrections. In addition, Lois is taking an online class on serving people with disabilities.

Adult Services

Lois is preparing a draft application for the planned NEH project. She is working with the Mabee Farm on an exhibition, and is visiting libraries to help identify items that are eligible for digitization through this project. CDLC is going to assist with training for the digitization. A list of possible programs is in the works.

The 2014 NYSCA Book Discussion programs are underway. The full schedule is available at: <http://www.mvls.info/wp-content/uploads/2014/04/BD-Poster-4-2014.pdf>. MVLS provides posters, flyers and bookmarks to the members, and distributes the books to the libraries and presenters. Authors Among Us proposals are due to the system by July 3. We know a few libraries are interested in 2014 programs.

We have received the \$5,000 grant that will fund 2015 NYSCA projects, and Lois is working on the applications for the next year.

Lois' Meeting & Field Visits 4/9 – went to hear Peter Rose discuss Dutch Foodways; 4/10 – Outreach Advisory Committee meeting; 4/22- Barnes & Noble with Maryde King and Ken Hodossy; May 2- Re-entry Fair at Hale Creek Correctional Facility; May 7- Met with STJ; May 8- Mabee Farm; May 8- 2-1-1 meeting May 16 – MID/Dr. Best House

Youth Services

Sue has been setting up the Evanced online Summer Reading Program site for the member libraries. Nineteen member libraries (including branches) returned their contracts for \$175 in programming money to be used by June 30 on STEM programs supporting their SRP as part of the NYS Family Literacy Grant. Workshop mini grants (\$25) were distributed to libraries sending staff to our Teen Tween Customer Service Workshop with Terrie Gifford and Fizz Boom Explore Science workshop. Nancy Gifford and Sue presented this year's 4H science program and the Lunar and Planetary Marvel Moon program to 14 participants at the Fizz Boom Explore Science Workshop held at Johnstown with 28 in attendance (MVLS/UHLS/SALS participation). Mary Fellows (UHLS) and Sue coordinated the Teen Tween Customer Service workshop (28 attendance, MVLS/UHLS/SALS participation) which was followed by a teen/tween program discussion brown bag lunch. Picture Book City is also progressing well. JOH and SHS are done. FTP will begin tagging in the fall. Diane at JA was able to create a circulation report by Collection and Shelf location, so our libraries will be able to identify circulation patterns. Statistics show a 66% increase in picture book circulation at the Johnstown Public Library due to Picture Book City.

The 2014 GE Science @ the Library grant was approved at \$3,250. The first program of the year was held at Northville in May. Libraries are scheduled for the summer (QUA; MID; GLV; SHS; FTP; FON), and three in the fall (NIS; GNV; SCP). Kathy is creating posters and fliers and distributing as dates and information is confirmed. Kathy also put our new children's equipment and resources on the MVLS equipment page (goggles for science programming, rocks, electrical materials) for libraries to borrow for their science programming this summer.

The New York State Library has received a Laura Bush 21st Century Librarian Program grant to develop a state-wide project called Ready to Read. Sue has been working on a Community Needs Assessment for effective early childhood outreach and has collected information for our member libraries. Eventually each system will train public library staff with knowledge and best practices for providing early literacy services. Library staff in public libraries will be taught to do community outreach, needs assessment, create spaces conducive to early learning, develop partnerships, and make families and caregivers with pre-school children responsibilities feel welcome, comfortable and safe.

Kathy set up new graphics for our Lego Donation program; fliers were sent to all libraries. We are looking for additions to the program. Lego Bins were sent to 5 Libraries: WOO; SCP; JOH; FON and COB.

Sue's Workshops, Meetings & Field Visits: Workshop Planning, ROT, 4/1; Fizz Boom Explore Workshop, JOH, 4/3; Planning Meeting with UHLS, MVL, 4/4; NYLA Leg Committee Conference Call, 4/9; Impact Moon Program, ROT, 4/10; Making a Difference in a Life: Customer Service for Teens and Tweens, SCP 4/24; Teen/Tween Services Discussion, SCP, 4/24; Mary Ellen Wolfe Retirement, SHS, 4/26; Field Visit, FTH, 4/29; Science @ the Library, NOR, 5/6; Moon Rocket Program, ROT, 5/8; Field Visit, Sharon Springs, 5/19; NYS Youth Consultant Conference Call, 5/19; SLJ Day of Dialogue, NYC, 5/28

Member Services

Upcoming workshops include the following:

June 5 – Director's Council Meeting

August 28 – GLBTQ Workshop – Guilderland Public Library

October 2 - Youth Services Workshop
November 6-8 – NYLA Conference in Saratoga Springs

In addition to the above workshops, we are working with the members to develop more informal information-sharing gatherings that will help us return to a regularly scheduled (1st Thursday of each month) rotation that has us all visiting member libraries throughout the year. The first such program is being planned for September 4. Topics will include library circulation policies and central library services. The tentative location is Northville.

We are again seeing significant staffing changes in member libraries. Mary Ellen Wolfe from Sharon Springs has retired. The new director at Sharon Springs is Ginny Wilday. Sue has held one field visit to provide training to Ginny and more are in the works. Tina Shave from Fort Hunter has also resigned. Sharon, Val, Sue and I have been spending a lot of time in Fort Hunter helping the board plan a search and keeping the library operating in the interim.

The Public Library Construction grant cycle is coming around again. Lois is working to review the latest guidelines and develop a schedule. The grants will be due at MVLS on September 2. They are due at DLD on October 16.

Advocacy & Awareness

Many MVLS libraries have held successful budget votes this spring. The following libraries received voter approval for their budgets: COB, FON, FTH (F-F School District), FTP, GLV, NOR and MID. The Canajoharie proposal was voted down, as was a proposal for funding for the Fort Hunter library through the Amsterdam School District. Both of these libraries have indicated that they will put proposals before the voters again.

We have momentous news concerning the Foundation. First, we received a grant in the amount of \$10,000 from the Golub Family Foundation for our foundation start-up costs. \$5,000 was received in May; the remainder will be received in 2015. Second, we have received our Certificate of Incorporation from NYSED. We must now hold the Foundation Organizational Meeting, apply for IRS 501(c)(3) status and begin planning our fundraising strategy. The Foundation Committee will be meeting on June 13.

Two items of more personal news: on June 5 I am presenting a program at the New York Archives Conference on disaster recovery – not something I would necessarily choose to be an expert at, but there it is. Second, I have allowed myself to be talked into being a candidate for NYLA Treasurer in the upcoming election.

Meetings, Contacts & Field Visits

4/1/2014	Michael Burnett, Northville Public Library
4/2/2014	Nicole Hemsley, Amsterdam Free Library
	Leah LaFera, Canajoharie Library and Art Gallery
	Jeff Kirkendall, DLD
	Kathryn McCary, McCary & Huff
	Deborah Tanski, Price Chopper's Golub Foundation

	Karen Bradley, Schenectady County Public Library
	Mary Ellen Wolfe, Sharon Springs Library
	Diane Forsberg, The Arkell Museum at Canajoharie
	Neil and Jane Golub, The Golub Family Foundation
4/3/2014	Leah LaFera, Canajoharie Library and Art Gallery
4/4/2014	Leah LaFera, Canajoharie Library and Art Gallery
	Beverly Osborne, Fort Hunter Free Library
4/7/2014	Normajeane Bennett
	Erica Wing, Johnstown Public Library
	MVLS Foundation Committee
4/8/2014	Division of Library Development, NYSED
	MVLS Member Library Directors
	PULISDO
4/10/2014	Normajeane Bennett
	Whitney Hubbard, Fort Plain Free Library
	MVLS Outreach Advisory Committee
4/11/2014	Capital District Library Council
	MVLS Foundation Committee
4/14/2014	Leah LaFera, Canajoharie Library and Art Gallery
	FTH Board – Community Focus Groups
4/15/2014	Kathryn McCary, McCary & Huff
	Michael Burnett, Northville Public Library
4/16/2014	Cheryl Cufari
	MVLS Member Library Directors
	Ron Barrows, The Barrows Group
4/17/2014	Kathryn McCary, McCary & Huff
	MVLS Board of Trustees
4/18/2014	Ron Barrows, The Barrows Group
	Devon Hedges, The Community Library
4/21/2014	Gerald Peters
	Dusty Putnam
	Karen Bradley, Schenectady County Public Library
4/22/2014	Jeff Kirkendall, DLD
	Michael Burnett, Northville Public Library
	Ron Barrows, The Barrows Group
4/23/2014	Kathryn McCary, McCary & Huff
	Ron Barrows, The Barrows Group
4/24/2014	Kathryn McCary, McCary & Huff
	SCP Board – Foundation overview
	MVLS Workshop
	Michael Burnett, Northville Public Library
4/28/2014	Michael Burnett, Northville Public Library
4/29/2014	Marion Grimes
	Janet Sand
	Whitney Hubbard, Fort Plain Free Library
	Sherry Kirschman, Frothingham Free Library
	Kathryn McCary, McCary & Huff
	Terry Pavoldi, Middleburgh Public Library

	MVLS Foundation Committee
	Devon Hedges, The Community Library
4/30/2014	Whitney Hubbard, Fort Plain Free Library
	MVLS Staff
5/1/2014	Steve Norris – NOR patron
	Kim Anderson, Division of Library Development
5/2/2014	Barbara Madonna, Gloversville Public Library
	MVLS Foundation Committee
	MVLS Member Library Directors
5/5/2014	Normajeane Bennett
	MVLS Member Library Directors
	Ron Barrows, The Barrows Group
5/6/2014	Leah LaFera, Canajoharie Library and Art Gallery
	Beverly Osborne, Fort Hunter Free Library
	Kathryn McCary, McCary & Huff
5/7/2014	Marion Grimes
	Gerald Peters
	Barbara Madonna, Gloversville Public Library
	Kathryn McCary, McCary & Huff
	Ron Barrows, The Barrows Group
5/8/2014	Neil and Jane Golub, The Golub Family Foundation
5/12/2014	Beverly Osborne, Fort Hunter Free Library
	Devon Hedges, The Community Library
5/13/2014	Barbara Lampkin
	Division of Library Development, NYSED
	Michael Burnett, Northville Public Library
	PULISDO
	Karen Bradley, Schenectady County Public Library
	Ron Barrows, The Barrows Group
5/14/2014	Cheryl Cufari
	Barbara Lampkin
	Gordon Beebe
	JA Council
	Karen Bradley, Schenectady County Public Library
	Devon Hedges, The Community Library
5/15/2014	Gordon Beebe
	MVLS Foundation Committee
	Michael Burnett, Northville Public Library
	Sara Dallas, Southern Adirondack Library System
	Ron Barrows, The Barrows Group
5/16/2014	Jane Golub
	MVLS Foundation Committee
	Bonnie Keller, NBT Bank
5/19/2014	Devon Hedges, The Community Library
5/20/2014	Barbara Madonna, Gloversville Public Library
	Erica Wing, Johnstown Public Library
	MVLS Foundation Committee
	Karen Bradley, Schenectady County Public Library

5/21/2014 Ron Barrows, The Barrows Group
Whitney Hubbard, Fort Plain Free Library
MVLS Board of Trustees – Annual Meeting

5/22/2014 Deborah Peters
Cheryl Cufari
Karen Balsen, Division of Library Development
Beverly Osborne, Fort Hunter Free Library
Edie Wilcox, HFM BOCES SLS
Debbie Mancini, Schenectady County
Karen Bradley, Schenectady County Public Library

5/27/2014 Cheryl Cufari
Beverly Osborne, Fort Hunter Free Library
MVLS Foundation Committee
MVLS Trustee Education Session – FTH Board Training
Karen Bradley, Schenectady County Public Library
Serena Butch, Schenectady County Public Library

5/28/2014 Beverly Osborne, Fort Hunter Free Library
Kathryn McCary, McCary & Huff
Terry Pavoldi, Middleburgh Public Library

5/29/2014 Mal Martin
Karen Balsen, Division of Library Development
Terry Pavoldi, Middleburgh Public Library