

# Mohawk Valley Library System

## Director's Report

November - December, 2014

### Administration & Governance

The Audit & Finance Committee reviewed the proposed Administrative Policies in November. They will be presented for review/approval by the board at the January meeting. The Administrative Policies are available on the MVLS Web site at: <http://www.mvls.info/wp-content/uploads/2014/11/Administrative-Policies-Draft-11-14.pdf>.

At the close of each fiscal year, it has been our practice to make final amendments to the previous year's budget to make all budget categories align with actual spending. Final budget amendments for 2014 will be considered at the January board meeting. All changes are minor realignments.

MVLS received a system bullet aid payment of \$15,000 near the end of 2014. SALS received the same award, both provided through Senator Farley's office. Sara Dallas and I decided that we would each provide \$10,000 to the JA project to assist with the imminent upgrades. This leaves MVLS with \$5,000. I will be proposing that we use this funding to help member libraries with wireless routers. More information is below.

We have received the annual audit review proposal from T.M. Byxbee. I recommend that we once again have them perform the annual review for MVLS and for the JA Project. They are requesting a slight increase of \$350 for MVLS and \$250 for JA. I further recommend that we bid out this service for 2016. It is good practice to look at other vendors periodically.

The Division of Library Development has started the process for the next round of library system plans of service. We will begin this year on the development of the plan that must be submitted to DLD by Fall 2016. This will work in well with our ongoing planning exercise.

### Automation and Resource Sharing

The JA Council will meet the day before the MVLS Board meeting, January 14, at SALS. The MVLS Board should re-appoint Devon Hedges to a seat on the Council. Devon will probably serve as JA Council Chair in 2015.

Using the \$5,000 in bullet aid mentioned above as "seed money", I propose that MVLS develop a mini-grant program to help libraries upgrade their wireless routers. Here's a little background. With the prevalence of handheld devices, use of wireless networks is exploding. All of our libraries, as part of the internet service that JA provides, let users connect to the library wireless network. Many of our libraries have only one internet connection to serve both the public and staff. With greatly expanded use of the public side of the network, the staff use – which means running the Polaris system – can come to a standstill.

A solution that has been implemented in many SALS and some MVLS libraries is to upgrade to commercial grade "Meraki" wireless routers that can be programmed to control access and to keep records of public wireless use, something now required for tracking in the NYS Annual Report.

I recommend that MVLS allocate up to \$10,000 to a member library grant project that will pay the hardware, or a portion of the hardware, costs for member libraries to implement Meraki wireless routers. For libraries that already have these routers, MVLS may reimburse part of the library's costs that were not already paid through MVLS projects.

For the past several months we have been discussing the need to delineate and formalize the services offered through Central Library Development Aid (CLDA). The state is requiring us to do this and we are now two years in arrears in getting this done. The Central Library Advisory Committee has had multiple meetings since spring 2013, we have surveyed the members and have had several discussions at Director's Council meetings, but Schenectady is no closer to providing the required plan.

I propose that we resolve this issue by requiring SCP to file a grant application with MVLS before MVLS grants CLDA money to SCP. There is strong support for this among MVLS staff and the member library representatives on the Central Library Advisory Committee. The funding is a grant; that is how we report it to the state, and there is no requirement that we give it to SCP at all. In most systems some or all of CLDA is spent at the system level. In all other systems there is a detailed Central Library spending plan. I would like your support in requiring SCP to submit a written CLDA grant plan to MVLS by March 2, 2015. The Central Library Advisory Committee will then review the proposal, and we'll bring it to the MVLS board for approval at the March meeting.

As has been reported nearly every month, delivery volume in 2014 was well below 2013 levels. In 2013, approximately 1.9 million items went through delivery. In 2014 that number was 1.6 million. We renegotiate our delivery contract this spring. SALS and UHLS, who also use ALDS Delivery, agreed to 2.5% annual increases in costs.

293 final preview titles arrived from publishers for November and December, giving MVLS 2,428 total preview titles for 201, an increase of 52 titles. Eight sets of preview books rotated to member libraries and branches for previewing. The annual children's and teen fiction Bookapalooza giveaway occurred the second week of November. Approximately 800 books were given away through the Bookapalooza program (each of the 20 participating library/branch received 50 titles) Non fiction and picture books were given away at our December Best of the Best workshop.

Matt Forst is keeping things going in the ILL department. Sue has been studying and analyzing ILL processes and statistics in preparation for developing an ILL plan for after Matt's temporary position runs out. At this point, there are fewer than 300 ILL requests per year; that is, patron requests for materials that cannot be filled from within MVLS/SALS. Of those 300, all but 60 can be filled from within CDLC. Given these low numbers, we are looking at options for continuing this service.

### **Outreach Services**

Most of the Institutions and Corrections materials have been received and delivered to the jails. In most cases, materials can be sent to the nearest library, and institution staff pick them up at the libraries.

Lois is working on setting up a memoir writing program for the Hale Creek facility using Corrections funds. She is working with Ken Hodosy at Hale Creek to design programs that will work for them.

The MVLS Large Print collection, which rotates to member libraries, is being updated with new materials.

Libraries in Schoharie County will make computers available for people of low to moderate income to do their taxes through the Schoharie County Ca\$h Coalition. Libraries will be furnished with paper, ink, staplers and pens so people will have what they need to work on this. Libraries will supply a copy of the tax return free of charge. Volunteers may be present but that will be on an individual library basis. Training for library staff and other volunteers will be arranged

### **Adult Services**

Total attendance for the year at NYSCA Book Discussion programs was 188. Authors Among Us attendance was 117. Final reports for the year are in progress, and libraries are currently choosing titles for the 2015 series.

Lois has organized a workshop for January 8 on the New York Heritage website and how libraries can participate. The speakers are Susan D'Entremont from CDLC and Jim Davies and Deanna DiCarlo from Albany Public Library. We hope to get more MVLS member libraries participating in this effort. I encourage you to check it out at <http://nyheritage.org/>.

Lois' Meeting & Field Visits 11/1 – NYSCA @ STJ; 11/5 - Outreach Meeting; 11/6 - NYLA; 12/9- Susan D'Entremont and Kathy Gundrum, CDLC; 12/16 – Ca\$h Coalition; 12/17 – Schoharie County Human Services Coordinating Council

### **Youth Services**

Science @ the Library programs were held at 10 library and 7 outreach sites in 2014, reaching 1,399 children and caregivers. 115 books were distributed to participating member libraries (NOR; SHO; QUA; FTP; GLV; FON; MID; SHS; GNV; NIS). All told, 26 GE scientist volunteers spent 370.5 hours travelling, preparing and presenting science programs. The 2015 grant will be submitted in March to the GE Foundation.

Sue continues to work on the NYS New York Ready to Read project. She is also coordinating MVLS participation in Take Your Child to the Library Day, which will be on February 7. Member libraries continue to work on implementing Picture Book City. Northville, Fort Plain, Amsterdam and Fonda are the latest libraries to begin this project.

The 2015 Summer Reading Program is already in the works. Sue is working with Mary Fellows from UHLS to put together the annual workshop, which will be held on February 12 at Schenectady. Sue and Carol Clingan worked together to put on the annual "Best of the Best" workshop in December. 15 were in attendance, representing eight member libraries. 2 CEU credit hours were offered for attending. 16 attended Director's Council, representing nine member libraries, MVLS and JA.

The 2014 totals for the Lego/Duplo programs show that 25 libraries borrowed a total of 77 bins of bricks. New materials are being added to the Graphic Novel rotating collections. The annual Stewarts grant that funds this will be submitted in January.

The picture book reorganization project continues at Ft. Hunter and Northville. The next libraries that will implement this project are Amsterdam, Fort Plain and Fonda.

Sue has submitted her final nominations for the 2015 Odyssey Award. Many free audio titles were received in 2014 through Sue's participation. Sharon and Pam are getting these items ready for a new rotating collection that will be released in 2015.

The miSci Museum's three year IMLS grant, submitted in early 2014, was funded in November, 2014. This grant will bring three years of children's science programming directly to our MVLS member libraries and branches. Final implementation information is coming from miSci, with programming to begin to be scheduled in February. miSci's news release will be submitted to NYLINE and local papers to publicize.

Sue's Workshops, Meetings & Field Visits: Science Pick-up, GE, 11/5; NYS Youth Consultant Meeting, SAR, 11/6; NYLA Conference, SAR, 11/7; Van to Mohawk Honda, GNV, 11/10; KWIC Webinar, Ready to Read Initiative, 11/13; Odyssey Committee, 3 Nominations, 11/14; Evanced Webinar, Wandoo, 11/14 Central Library Meeting, SCP, 11/18; MVLS Board Meeting, 11/20; Best of the Best Workshop, MVLS, 12/4; Director's Council, MVLS, 12/4; Youth Services Planning Meeting, UHLS, 12/5; Society for Children's Illustrations Annual Exhibit and Program, NYC, 12/7-8; Audio Webcast, 12/18; miSci IMLS Grant Meeting, SCP, 12/19; Science Pick-up, GE, 12/19; Odyssey Committee, 3 Nominations, 12/24

### **Member Services**

Upcoming workshops include the following:

January 8: NY Heritage, Local History & Genealogy

February 12: Summer Reading Program workshop

February 25: NYLA Library Advocacy Day!

We are also planning programs this spring on ILL and on Board/Governance policies, mission statements, etc.

We continue to work with member libraries on the NYS Tax Cap and Tax Freeze compliance. I will provide summary information at the meeting, which you can all bring back to your member libraries.

In early December I provided a board information session at the Community Library in Cobleskill. Board members from Sharon Springs also participated. Later this spring I will be going to Amsterdam.

### **Advocacy & Awareness**

The Foundation for Mohawk Valley Libraries has received its IRS 501(c)(3) status. We have a few more registrations to submit, and then the Foundation will be ready to begin soliciting funds. The next Foundation event will probably be a golf tournament in June 2015.

NYLA Advocacy Day is Wednesday, February 25. Please consider participating in this effort if at all possible. There are several library issues that we need to impress on our legislators: restoring funding, keeping library districts a sound option for library funding, and supporting early literacy efforts. Your participation makes a difference!

Here is a summary of where we are with the 2015 planning process. We have established that we would like to define system and library services in reference to three threads: Libraries are Education, Libraries Empower Communities, and Libraries (and Systems!) foster efficiency and collaboration. Our next step will be to have the Library Services/Planning & Development Committee begin working on an updated MVLS mission statement. I will provide more information at the January meeting.

### **Meetings, Contacts & Field Visits**

11/3/2014	Bonnie Kerr Cheryl Cufari Mal Martin Karen Bradley, Schenectady County Public Library Ron Barrows, The Barrows Group
11/4/2014	Bonnie Kerr Eric Laughlin, Council Services Plus MVLS Member Library Directors Ron Barrows, The Barrows Group Scott Osswald, The Chamber of Schenectady County
11/5/2014	NYALS NYLA PULISDO
11/6/2014	Steve Bachman, Four County Library System NYLA Brian Hildreth, Southern Tier Library System
11/7/2014	Foundation Event Committee Wanda Bruchis, Mid York Library System NYLA
11/10/2014	Esther Swanker William P. Leitch MVLS Trustee Education Session Ginny Wilday, Sharon Springs Free Library Ron Barrows, The Barrows Group
11/12/2014	Esther Swanker Foundation Board JA Council MVLS Staff Christine Cowieson, Schenectady County Community College Karen Bradley, Schenectady County Public Library Diane Forsberg, The Arkell Museum at Canajoharie Kevin Rich, Town Square Media - Albany
11/13/2014	Chuck Tallent, Canajoharie Library

11/14/2014 Public Presentation – Mike Lupica  
 Bernard Allanson  
 Foundation Board  
 Catherine Caiazzo, Schoharie Free Library  
 11/17/2014 Gordon Beebe  
 MVLS Member Library Directors  
 Scott Osswald, The Chamber of Schenectady County  
 11/18/2014 MVLS Central Library Advisory Committee  
 11/19/2014 JA Finance Committee  
 MVLS Member Library Directors  
 Ron Barrows, The Barrows Group  
 11/20/2014 Capital District Library Council  
 MVLS Board of Trustees  
 11/21/2014 Whitney Hubbard, Fort Plain Free Library  
 Foundation Event Committee  
 11/24/2014 Esther Swanker  
 Ron Barrows, The Barrows Group  
 11/26/2014 Gordon Beebe  
 Eric Laughlin, Council Services Plus  
 Diane Forsberg, The Arkell Museum at Canajoharie  
 Devon Hedges, The Community Library  
 12/1/2014 Gordon Beebe  
 Michael Burnett, Northville Public Library  
 12/2/2014 JA Finance  
 Michael Burnett, Northville Public Library  
 Jermey Johannesen, NYLA  
 Sara Dallas, Southern Adirondack Library System  
 12/3/2014 MVLS Trustee Education Session - Cobleskill  
 12/4/2014 MVLS Member Library Directors  
 MVLS Workshop  
 Ginny Wilday, Sharon Springs Free Library  
 Devon Hedges, The Community Library  
 12/5/2014 Karen Bradley, Schenectady County Public Library  
 Devon Hedges, The Community Library  
 12/8/2014 William P. Leitch  
 Karen Bradley, Schenectady County Public Library  
 Sara Dallas, Southern Adirondack Library System  
 12/9/2014 Division of Library Development, NYSED  
 PULISDO  
 12/10/2014 Michael Burnett, Northville Public Library  
 12/11/2014 Susan Dorr, MiSci  
 12/12/2014 Cheryl Cufari  
 Capital District Library Council  
 12/15/2014 Bonnie Kerr  
 Foundation Board  
 Bonnie Keller, NBT Bank  
 Michael Burnett, Northville Public Library  
 Ron Barrows, The Barrows Group

12/16/2014	William P. Leitch Bonnie Keller, NBT Bank Michael Burnett, Northville Public Library
12/17/2014	Barbara Germain Foundation Board Barbara Madonna, Gloversville Public Library
12/18/2014	PULISDO Ron Barrows, The Barrows Group
12/19/2014	Foundation Board Foundation Event Committee William "Mac" Sudduth, miSci
12/22/2014	Foundation Event Committee
12/23/2014	Gordon Beebe Michael Burnett, Northville Public Library Debbie Mancini, Schenectady County Karen Bradley, Schenectady County Public Library
12/26/2014	Debbie Mancini, Schenectady County