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# MOHAWK VALLEY LIBRARY SYSTEM

## Member Library Trustee Newsletter February 2017

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### Libraries in the News

*Intriguing services offered in NYS public libraries*

Many libraries are putting an increased emphasis on STEM programs – Science, Technology, Engineering & Math. Although these subjects can sound scary to many of us, even the youngest library users have a natural interest in age-appropriate STEM programs. This issue’s article describes a coding class for young library users: <http://riverdalepress.com/stories/Spuyten-Duyvil-library-introduces-kids-to-coding,61343>

MVLS has a variety of STEM equipment that libraries can borrow for programs. See <http://www.mvls.info/services/youth/stem-kits/> for more information.

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### Calendar of Events

*Opportunities for continuing education and input*

Sat Feb 4, 2017	All day	Take Your Child to the Library Day
Thu Feb 9, 2017	All day	Summer Reading Program Planning Workshop - Schenectady County Public Library, 99 Clinton St Ext, Schenectady, NY 12305, USA
Wed Mar 1, 2017	9:00 – 2:00	NYLA Advocacy Day
Thu Mar 2, 2017	9:00 – 12:30	Early Literacy Storytimes Workshop Canajoharie Library, 2 Erie Blvd., Canajoharie, NY 13317
Wed Mar 15, 2017	9:30am – 10:30am	JA Council at MVLS
Thu Mar 16, 2017	9:30am – 11:00am	MVLS Board of Trustees Meeting
Thu April 6, 2017	9:30 – 12:00	Workshop: Libraries = Education: a new way to promote Schenectady County Public Library, 99 Clinton St Ext, Schenectady, NY 12305, USA
Thu May 4, 2017	9:30 – 11:30	Workshop: Libraries and Fake News Schenectady County Public Library, 99 Clinton St Ext, Schenectady, NY 12305, USA
Wed May 10, 2017	5:30 – 7:30	MVLS Annual Meeting Hales Mills Country Club, 146 Steele Rd., Johnstown (just off Rt. 29)

You can always find the full MVLS Calendar  
at: [https://calendar.google.com/calendar/embed?src=mvls%40mvls.info&ctz=America/New\\_York](https://calendar.google.com/calendar/embed?src=mvls%40mvls.info&ctz=America/New_York)

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## What's My Job - Trustee Training

*Information on how to be an outstanding library trustee*

Library Boards of Trustees bear the primary responsibility for public library missions, services, funding, resources and assets. Library Directors have direct daily executive responsibility for the library mission, services, finances resources and assets. So who is really responsible for what? The relationship between the director and board is a partnership in which both parties must fully participate. Resources are available to help trustees and directors find positive, effective and rewarding ways of working together.

- The *Handbook for Library Trustees in New York State* has great information for trustees and directors starting on page 41 and in the Appendix on page 98. The handbook is available online at: <http://www.nysl.nysed.gov/libdev/trustees/handbook/index.html>
- The *Handbook for New Public Library Directors* has similar information, starting on page 31. This resource is available at: [http://www.mvls.info/wp-content/uploads/2015/04/Newdirectors\\_handbook.pdf](http://www.mvls.info/wp-content/uploads/2015/04/Newdirectors_handbook.pdf)
- The State Education Department has an excellent webinar titled *Directors and Trustees: The Critical Partnership* archived at: <https://vimeo.com/98339288>

MVLS offers trustee training several times a year, and we are happy to work with individual library boards on trustee training. There are a variety of 45 minute sessions on topics from a basic overview to finances, legal issues and planning. Contact Eric Trahan at 355-2010 x223 or [etrahan@mvls.info](mailto:etrahan@mvls.info) for more information or to schedule a session at your library.

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## Policy Update

*Help in keeping your policies current*

All library policies should be reviewed regularly. In the Spring of 2017 we are revisiting Financial Policies. Last month we reviewed some general information on Library Finance Policies. Here are some specific financial reporting responsibilities that trustees need to know:

- Every library files the State Annual Report: your library's primary reporting mechanism. It is filed with MVLS and the State Education Department early each year. Your continued status as a library depends on a complete and accurate state annual report.
- All libraries that receive any funding through public votes must file tax cap reports with the Office of the State Comptroller each year – regardless of whether you had a vote that year. Report at: <https://www.osc.state.ny.us/localgov/realprop/localgovernments.htm> .
- All libraries that have 501(c)(3) status must file an IRS 990 form. Information on filing rules is at: <https://www.irs.gov/charities-non-profits/exempt-organizations-required-filings>
- All libraries that are public entities (not Association libraries) are required to file an annual update with the NYS Office of the State Comptroller. This is in addition to the tax cap reporting. Find more at: <https://www.osc.state.ny.us/localgov/finreporting/lgef/index.htm>
- All libraries must file IRS employee forms including W2s for employees and 1099s for non-employee compensation. Find more at: <https://www.irs.gov/charities-non-profits/exempt-organizations-employment-tax-resources>

MVLS is always available to assist libraries with policy development. Call or email Eric Trahan at 355-2010 x223 or [etrahan@mvls.info](mailto:etrahan@mvls.info) for more information.

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## MVLS Serves Member Libraries

*Highlighting services that can help your library*

Advocacy means selling your library's mission as a public service and promoting your library as a good investment for tax dollars. MVLS provides a variety of resources to help libraries have those conversations in their communities, including the Advocacy Grants covered last month. But the system also helps libraries participate in statewide advocacy efforts. This year, Library Advocacy Day will be March 1. The Governor is proposing cuts in library operating and construction funding, so it is important that we all speak out for libraries. Please contact MVLS to participate in our advocacy efforts. We make it easy for all library supporters to advocate for libraries. The tools below will help.

- The MVLS Schedule for March 1 Advocacy Day: <http://www.mvls.info/wp-content/uploads/2017/02/2017-MVLS-Library-Advocacy-Schedule.pdf>
- New York Library Association information on Library Advocacy Day: [https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS\\_Document&DocID=62&MenuKey=advocacy](https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=62&MenuKey=advocacy)
- The NYLA Advocacy Center provides an easy way for everyone to make their voices heard: [https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS\\_Document&DocID=58&MenuKey=advocacy](https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=58&MenuKey=advocacy)

These highlights provide just a few examples of the services that MVLS provides to member libraries. For information on any MVLS service see the website at [www.mvls.info](http://www.mvls.info), email Eric at [etrahan@mvls.info](mailto:etrahan@mvls.info) or call 355-2010.

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## The Library of the Future

*Interesting articles for library trustees to ponder*

This issue's article is a short tech news piece that connects back to the STEM subject addressed in our "Libraries in the News" section. Amazon has developed a new service that puts educational tech toys in the hands of young customers for \$19.99 per month. Is there a way your library could seek to serve the same need? Read more at: <http://www.geekwire.com/2017/amazon-launches-stem-toy-subscription-service-educate-excite-budding-young-scientists/>

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This newsletter is a service for the library trustees that serve the 14 member libraries of the Mohawk Valley Library System. All newsletter issues are archived at <http://www.mvls.info/insidemvls/newsletter/> MVLS educates, empowers and supports public libraries in Fulton, Montgomery, Schenectady and Schoharie Counties, helping libraries enrich their communities.



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