

Mohawk Valley Library System

Director's Report

November - December, 2013

Administration & Governance

The final 2013 state aid payments were received on December 26. All LLSA was distributed to the members before the end of the year. It is nice to finish the year with everything received and paid out. Our year end financials look good. We are ending the year with a slight surplus.

At the January board meeting, I will be proposing final budget amendments for the 2013 Budget. This practice serves two purposes. Having the budget fully aligned with the actual expenses is important to auditors, and it also serves to insure that the board is fully informed on system financial issues.

The Library Services Committee met after the November MVLS board meeting, and approved the draft MVLS Collections Policies. The proposed policy is available online at: http://www.mvls.info/wp-content/uploads/2011/07/library_collections_policies1.pdf Board approval of this policy will be an action item at the January board meeting. This is the first of the proposed six sections of the eventual MVLS Policy manual, which is scheduled for completion in early 2016. The next section is administrative and finance policies.

The Library Services Committee will meet again after the January MVLS board meeting to review the NYS Public Library Construction grant process.

We have received a proposal from T.M. Byxbee for the MVLS and JA 2013 audit/review. The cost remains the same as last year: MVLS = \$3,400; JA = \$2,600. I recommend that we accept these proposals for review of the 2013 financial statements.

As you know, the planning process has been ongoing. We have several potential 2014 initiatives for each Plan of Service category. After we reach consensus on the potential initiatives at the January MVLS meeting, we will do a member survey to prioritize the proposed initiatives.

Automation and Resource Sharing

Preview books continue to travel among the members. In all, 2,376 free preview books were received in 2013. These resources help the members select materials for their collections, and then go to the members for their collections.

The Hamilton Hill Schenectady branch closed in December. This branch, along with the current Duane branch library, will be replaced by the planned State St. Early Literacy Center. So a long-standing MVLS statistic has changed. We now have 14 members and 22 sites, not 23.

The JA Council will meet on January 8. Mary Ann Warner's term on the Council runs out on December 31. I have asked Karen Bradley to recommend a Schenectady Library staffer to serve on the JA Council.

This appointment will be an action item at the January board meeting. We will also have final 2013 JA budget amendments to approve.

Member libraries are once again contributing to rotating collections of DVDs and audio books on CD. These rotating sets are updated each year with the participating members providing \$100 for each collection. Members are being billed for their approved e-book cost-share. We are also updating the Large Print rotating collections, in this case with system (Outreach) money; and graphic novels with the Stewarts grant. We will submit another Stewarts grant this month.

Outreach Services

Lois has been working with the county jails and the Hale Creek facility to purchase materials through the 2013 institutions and corrections aid. Most of the funding has been spent on books and magazines. The HFM BOCES Adult Education Office assists in getting materials to some of the jails.

Through the Gloversville Adult Literacy project, FMS Workforce Solutions offered a hands-on workshop presenting ways library staff can help people with employment related questions. A small contingent of member library staff attended.

Lois is gathering information for new materials to support library users who will be preparing for the TASC test, which will replace the GED this year. Materials should be available in February.

DLD held an orientation for Outreach consultants and Lois presented information to assist the less experienced Outreach Coordinators at this session.

Adult Services

The 2013 NYSCA Book Discussion Programs and Authors Among Us workshops are complete and all NYSCA funding is spent. Lois will be working on the final reports.

The proposed NEH project continues to progress, with a grant application now expected to be submitted in August. Lois has been identifying and working with partners, and is surveying interest among member libraries.

Lois is also working on setting up a menu of library programs on healthcare topics.

Lois' Meeting & Field Visits: 11/1- UHLS; 11/1 - Susan D'Entremont- CDLC Regional Archivist; 11/5 - Jenna Peterson -Mabee Farm; 11/6 - Ruby Payne Workshop; 11/7 - MVLS- Best of the Best, Collection Development Policy Building; 11/12 - Gloria Kishton, graphic artist; 11/13-11/14- DLD Outreach Orientation; 11/21- SALS; 12/5 Workforce Solutions workshop; 12/10 Jenna Peterson, Mabee Farm.

Youth Services

The Picture Book City project continues to build interest among the members. Johnstown has implemented the change, and MID, SHO, SHS and GLV are working on labeling. Other members are also interested.

Marketing information for the "Take Your Child to the Library Day" initiative, a national campaign that takes place the first Saturday in February, is being produced and sent to the members.

Science in the Library was very successful in 2013. 93 books were distributed to participating member libraries (JOH (2); FON; SHS; GLV; FTP; SCP; SHO). All told, 13 GE ELFUN volunteers spent 311 hours travelling, preparing and presenting science programs at 12 sites with 1458 parents and children in attendance. The 2014 grant is submitted in March to the GE Foundation.

Sue and Mary from UHLS are planning the 2014 Summer Reading workshop and showcase. The event will take place at the Colonie library on February 6.

Sue's Workshops, Meetings & Field Visits: Science @ the Library, SHO, 12/2; NYLA Leg Conference Call, 12/5; Society for Children's Illustrators Program, NYC, 12/9; Mock and SRP Planning Meeting, UHLS, 12/20

Member Services

As mentioned above, on December 5, MVLS cooperated with Workforce Solutions, HFM BOCES and the Gloversville Library in presenting a workshop on assisting library users with job readiness and job search activities. Four libraries sent staff members.

On January 9, Sue and Sharon are leading a workshop and information sharing session on library ordering and processing. This workshop will take place at the Fonda library.

Other upcoming workshops include the following:
February 6, 2014; Summer Reading Program Workshop
February 27, 2014; NYLA Advocacy Day
March 6, 2014; Library Finances and Financial Policies
April 24, 2014; Teen/Tween Customer Service
May 21, 2014; MVLS Annual Meeting

Occasionally, DLD releases additional Public Library Construction money after the main round of grants are approved. \$26,500 became available for distribution by MVLS. Canajoharie received \$25,238 to remove and restore doors and replace storm windows; and Gloversville received an additional \$1,012 for project expenses.

In November I attended a meeting of the Wilkinson Memorial Book Station in Broadalbin to provide them with information on becoming a library. I have also been working with Northville and DLD on the proposed school merger between Mayfield and Northville. The following libraries also received visits: AMS, CAN, JOH, NOR, ROT, SCP, SHS.

Advocacy & Awareness

Please put NYLA Advocacy Day on your calendars: Thursday, February 27 in the Legislative Office Building in Albany. We will be bringing the MVLS van and scheduling appointments with legislators as usual.

The Foundation Committee met on December 20. A second meeting is scheduled for January 9. The plan at this point is to prepare and submit Articles of Incorporation to the Education Department in January. This is the first step toward forming a new, supporting organization.

Meetings, Contacts & Field Visits

11/1/2013	Diane Forsberg, The Arkell Museum at Canajoharie
11/3/2013	Nicole Hemsley, Amsterdam Free Library
11/5/2013	Debbie Booth, HFM BOCES SLS Erica Wing, Johnstown Public Library Kathryn McCary, McCary & Huff MVLS Member Library Directors Glenn Winter, T.M. Byxbee, CPA, PC Ron Barrows, The Barrows Group
11/6/2013	Barbara Madonna, Gloversville Public Library Wally Hart, Lexington Center
11/7/2013	Eric Laughlin, Council Services Plus MVLS Member Library Directors
11/8/2013	Michael Burnett, Northville Public Library Capital District Library Council Kathryn McCary, McCary & Huff Marribeth Advocate, Mid-Hudson Library System MVLS Board of Trustees
11/12/2013	Sara Dallas, Southern Adirondack Library System Nicole Hemsley, Amsterdam Free Library Division of Library Development, NYSED Barbara Madonna, Gloversville Public Library Kathryn McCary, McCary & Huff MVLS Library Services Committee Michael Burnett, Northville Public Library Gene Nescot, NYS Deferred Compensation PULISDO
11/13/2013	Marianne Milton, Wilkinson Memorial Book Station Gordon Beebe Cheryl Cufari JA Council Michael Burnett, Northville Public Library Devon Hedges, The Community Library
11/14/2013	Cheryl Cufari Erica Wing, Johnstown Public Library Michael Burnett, Northville Public Library Sara Dallas, Southern Adirondack Library System Marianne Milton, Wilkinson Memorial Book Station
11/15/2013	MVLS Board of Trustees MVLS Member Library Directors
11/18/2013	Wally Hart, Lexington Center

	MVLS Board of Trustees Sara Dallas, Southern Adirondack Library System Ron Barrows, The Barrows Group
11/19/2013	Capital District Library Council Karen Bradley, Schenectady County Public Library
11/20/2013	Eric Laughlin, Council Services Plus Whitney Hubbard, Fort Plain Free Library MVLS Staff Gene Nescot, NYS Deferred Compensation
11/21/2013	Ellen McHale Eric Laughlin, Council Services Plus MVLS Board of Trustees MVLS Library Services Committee Sara Dallas, Southern Adirondack Library System Ron Barrows, The Barrows Group
11/22/2013	Cheryl Cufari William "Mac" Sudduth, miSci Devon Hedges, The Community Library
11/25/2013	Eric Laughlin, Council Services Plus Devon Hedges, The Community Library
11/26/2013	Kathryn McCary, McCary & Huff MVLS Foundation Committee Brian Hildreth, Southern Tier Library System Ron Barrows, The Barrows Group
11/27/2013	Barbara Madonna, Gloversville Public Library MVLS Board of Trustees MVLS Member Library Directors
12/2/2013	Gordon Beebe Leah LaFera, Canajoharie Library and Art Gallery Tina Shave, Fort Hunter Free Library Sherry Kirschman, Frothingham Free Library Linda Bell, Frothingham Free Library Karen Bradley, Schenectady County Public Library Dawn Lamphere, The Margaret Reaney Memorial Library
12/3/2013	Cheryl Cufari Gene Nescot, NYS Deferred Compensation Ron Barrows, The Barrows Group
12/4/2013	MVLS Foundation Committee Sara Dallas, Southern Adirondack Library System Ron Barrows, The Barrows Group
12/5/2013	MVLS Workshop Devon Hedges, The Community Library
12/6/2013	MVLS Foundation Committee Ron Barrows, The Barrows Group
12/9/2013	Jean Sheviak, Capital District Library Council MVLS Board of Trustees Michael Burnett, Northville Public Library Ron Barrows, The Barrows Group

12/10/2013	Division of Library Development, NYSED PULISDO Karen Bradley, Schenectady County Public Library
12/13/2013	Gordon Beebe
12/16/2013	Nicole Hemsley, Amsterdam Free Library Karen Balsen, Division of Library Development Brian Hildreth, Southern Tier Library System
12/17/2013	MVLS Staff Ron Barrows, The Barrows Group
12/18/2013	Wally Hart, Lexington Center Kathryn McCary, McCary & Huff Ron Barrows, The Barrows Group
12/19/2013	Kathryn McCary, McCary & Huff
12/20/2013	MVLS Foundation Committee Ron Barrows, The Barrows Group
12/23/2013	Kathryn McCary, McCary & Huff MVLS Board of Trustees Debbie Mancini, Schenectady County
12/26/2013	Erica Wing, Johnstown Public Library MVLS Member Library Directors Michael Burnett, Northville Public Library
12/27/2013	Debbie Mancini, Schenectady County Diane Forsberg, The Arkell Museum at Canajoharie
12/31/2013	Karen Bradley, Schenectady County Public Library Sara Dallas, Southern Adirondack Library System Devon Hedges, The Community Library