

# **Mohawk Valley Library System**

## **Director's Report**

**August, 2014**

### **Administration & Governance**

State Aid is coming in with amazing regularity. We have received most of the 2014 aid, and all indications are that even the final stragglers will be in soon.

We have added the new money market account as approved last month, and are already seeing a significant increase in interest. New CDARS have also been opened to account for all of the state aid received.

We have been discussing Val's impending retirement, and will discuss some options at the September board meeting. Val has not yet set a firm retirement date.

The lighting upgrades are scheduled for installation in early September.

In keeping with the newly approved Conflict of Interest Policy, each board member will be required to annually submit a form disclosing any potential conflicts. In future years we will make that a part of the reorganizational meeting, but for this year I will have a draft form to distribute at the meeting. We will use a similar form at the Library Services committee meeting concerning the 2014 construction grants.

The Audit & Finance committee will meet immediately following the MVLS board meeting on Thursday, September 18. The committee will be looking at the long range financial forecast, covering 2015 – 2018. In general, the future financial picture is stable.

We are scheduled to provide orientation to Tony Gaddy in early September.

### **Automation and Resource Sharing**

The JA Council will meet on September 10. There will be JA 2014 budget amendments to consider, and we will also get the first look at the 2015 proposed JA budget. As approved in January, there will be a fee formula increase in 2015. The MVLS Board will be asked to approve the JA Budget in October. We will also once again have an open JA Finance Committee discussion on fees, this time on potential fee changes for 2016.

The Central Library Advisory Committee will meet in September, and with luck we will have a Central Library Aid Expenditure Plan for approval in October. The Education Department requires us to have an approved aid expenditure plan each year.

Delivery volume continues to decrease over last year. Libraries also report a decrease in circulation. E-resources circulation continues to increase.

Several rotating collections are being updated, including audios and graphic novels. Work continues on making ready the new rotating collection on children's and teen audio materials that are the result of Sue's work on the ALA Odyssey Committee.

### **Outreach Services**

We will be approving the final report for the 2013/14 Adult Literacy Grants – projects at Schenectady and Gloversville – at the September board meeting. Here is a summary of the results:

• Users served	483
• Number of materials purchased by participating libraries	88
• Number of materials circulated by participating libraries	126
• Number of materials distributed	400
• Number of materials purchased for system libraries	60
• Workshops/Programs Offered	18
• Workshops/Programs Participants	84

The 2014 project includes one grant of \$3,800 to Amsterdam to provide The Ready to Work Series. The library will collaborate with FMS Workforce Solutions to assist individuals with key components necessary to procure employment. The series is open to any individual age 16 and up. Topics covered include: Resume Writing, Cover Letter Writing, Applying for jobs online, Basic Microsoft Word Computer Skills, Basic Excel Computer Skills, and Interview Tips and Techniques.

Through her participation on the Schoharie County Human Services Coordinating Council, Lois continues to work on helping libraries participate in VITA, which allows eligible taxpayers to access assistance in filling out tax forms. All Schoharie county libraries are interested. All of the Schoharie County libraries will also be working with AmeriCorp/VISTA volunteers to organize a project to create 200 Emergency Ready Kits for the home-bound of Schoharie County. Libraries will be collecting items for the kits.

### **Adult Services**

The 2014 NYSCA book discussion programs continue, and the Authors Among Us programs are now scheduled. Five libraries will be sponsoring programs. The full schedule is on the MVLS web site at: <http://www.mvls.info/wp-content/uploads/2014/08/poster2014.pdf>. The 2015 NYSCA projects are all registered, and we should be notified of their approval within a few months.

The NEH Foodways grant has been submitted in the amount of \$108,414, covering libraries in MVLS and SALS. If approved (and at this point it is a definite if), the grant will provide the following to participating libraries:

- Discussion and interactive programming for people of all ages.
- An exhibit at the Schenectady County Historical Society's Mabee Farm in Rotterdam Junction
- Training and guidance for library staff on digitization techniques and use of Content dm to input digital objects into NYHeritage.org
- A day at the Mabee Farm to introduce libraries to the project with tours of the homestead and exhibit, talks by scholars and food!
- Library materials

- Marketing of the project as a whole (you will still need to do some local pitching, but we'll help)
- A website to promote programs, the exhibit, and digital projects.

Lois' Meeting & Field Visits 7/1/14 – Polly Farrington; 7/16/14 – Schoharie County Human Services Coordinating Council; 7/23/14 –CDLC- NY Heritage workshop; 8/5/14- Nicole Hemsley and Robin Kapler, AMS; 8/28/14 – LGBTQ Workshop

### **Youth Services**

Libraries are working on and submitting their final evaluations for the 2014 Summer Reading Program. Thirteen libraries and branches have sent over their winning names for the MVLS SRP Book Raffle. Each winner receives approximately 7 paperback books and congratulation note. Books are courtesy of the MVLS preview collection. Five additional libraries, NOR and FTH, FTP, AMS and COB, will be implementing Picture Book City over the next few months.

The 2013/14 Final report for the Family literacy grant will be submitted for board approval at the September meeting. Year two of the Family Literacy Grant was funded at the reduced level of: \$7,629, a slight increase over last year.

Science in the Summer programs continue. Sue is working with the volunteers to keep the program viable and active for our member libraries.

Sue and Mary Fellows from UHLS worked to present a workshop on August 28 titled *Beyond a Rainbow Booklist* at the Guilderland Public Library. MVLS had 11 in attendance, representing 4 libraries (5 came from SCPL and branches). All workshop materials were provided to all member libraries. The next collaborative workshop with UHLS will be the NYS Ready to Read Community Analysis workshop scheduled for October 2 at Colonie. The afternoon customer service session will be held on Storytime Management with Don Sinton from the Stepping Stones Learning Center, Rochester, NY. Thanks to Sue and Mary's work over the last several years, MVLS is well positioned to implement the state's NYS Ready to Read initiative.

Sue's Workshops, Meetings & Field Visits: Science @ the Library, MID, 8/4; Van Inspection, Peterson's, 8/13; Science @ the Library, SHS, 8/15; Community Needs Assessment Training, 4CLS, 8/26; Beyond A Rainbow Booklist Workshop, GUIL, 8/28

### **Member Services**

Upcoming workshops include the following:

September 4 – Circulation & Selection Policies & Practice – Northville Public Library

October 2 - Youth Services Workshop

October 23 – TASC – Test Assessing Secondary Completion

November 6-8 – NYLA Conference in Saratoga Springs. MVLS will once again offer mini-grants to member libraries to encourage attendance.

December 4 (tentative) The Best of the Best! Books of the year with Carol Clingan

January 8 (tentative) NY Heritage, Local History & Genealogy

February 12 Summer Reading Program workshop

I attended a Middleburgh board meeting to provide guidance on by-laws, committees and the requirements of the Not for Profit Revitalization Act. There have been many contacts with Northville and DLD concerning a trustee issue. I will be attending a Broadalbin Book Station board meeting in September. It would be wonderful if they begin working on becoming a real library.

The Library Services/Planning & Development committee will meet on September 12 to review and make a recommendation on the 2014 Public Library Construction grants. We expect to have applications from Amsterdam, Cobleskill, Fort Plain, Gloversville and Schenectady, all of whom received funding last year. Allocating the available funding will once again be difficult.

### **Advocacy & Awareness**

The Foundation for Mohawk Valley Libraries board members are hard at work getting the organization up-and-running and planning for the initial fundraising events. The IRS 501(c)(3) application will be submitted by the time of our meeting. The Foundation board meets on the second Friday of each month, at 1:30. We may be able to announce the initial event by the time of our meeting. It is possible that we will have an event in November 2014. If that proves too ambitious, it will move to February or March 2015.

The annual NYALS meeting provided interesting and useful information on advocacy and awareness. The NYLA advocacy efforts appear to be having a positive effect. Recall we pay \$950 per year to support those efforts. I will be providing information on the PULISDO and NYALS conference results as a part of our planning sessions for 2015.

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

8/1/2014	MVLS Board of Trustees Karen Bradley, Schenectady County Public Library
8/4/2014	Debbie Syron, First Niagara Bank Bonnie Keller, NBT Bank Ron Barrows, The Barrows Group
8/5/2014	Dusty Putnam Kathryn McCary, McCary & Huff Bonnie Keller, NBT Bank
8/6/2014	Chuck Tallent, Canajoharie Library Leah LaFera, Canajoharie Library and Art Gallery Bonnie Keller, NBT Bank
8/7/2014	MVLS Board of Trustees
8/8/2014	Foundation Board Bonnie Keller, NBT Bank
8/11/2014	MVLS Trustee Education Session – Middleburgh Library Ron Barrows, The Barrows Group
8/12/2014	Mal Martin Anthony Gaddy Cheryl Cufari

8/13/2014	Sara Dallas, Southern Adirondack Library System Ron Barrows, The Barrows Group Cheryl Cufari Barbara Madonna, Gloversville Public Library Karen Bradley, Schenectady County Public Library
8/14/2014	NYALS PULISDO Ron Barrows, The Barrows Group
8/28/2014	Anthony Gaddy Sara Dallas, Southern Adirondack Library System Ron Barrows, The Barrows Group