

Mohawk Valley Library System

Director's Report

October, 2016

Administration & Governance

We have now received all 2016 state aid. All Bullet Aid and Local Library Services Aid has been distributed to the members, and Automation Aid has been sent to JA. We are working with the Schenectady Library to complete the grant and reporting processes that allow for the release of the CLDA grant to SCPL. The plan is for the final 10% of 2016 CLDA to be distributed in December, and the initial 90% payment of 2017 CLDA to be distributed in January, after the MVLS board approves the SCPL 2017 CLDA grant application. We are also developing a written agreement with SCPL for the use of the 2017 Central Book Aid (CBA). Much credit is due to our Central Library Advisory Committee (Karen Bradley and I, Devon Hedges (COB), Whitney Hubbard (FTP) and Erica Wing (JOH)) for their years of work in developing this smooth, open process for deciding on central library aid spending and regularizing the distribution of funding.

Member library boards continue to approve the Free Direct Access Plan, and the Plan of Service is awaiting approval by the state. Our contact at the Division of Library Development (DLD) indicates that that approval should be forthcoming without issue.

The work on the front entry, contracted to Precision Glass in Scotia, should be completed by mid-December.

We had some required maintenance done on the MVLS van in October. Our 2007 Honda Odyssey with about 41,000 miles had never had any maintenance other than tires, the annual NYS inspection and regular oil changes. We brought the van to Mohawk Honda for a thorough check-up, and it was due for the regular water pump/timing belt/valve adjustment that all Honda's get at 100,000 miles or 8 years.

I have been working on the 2017 proposed budget. Most of the changes from the 2016 budget will involve expenses that were one-time events in 2016. These include the building and van work mentioned above, a year-end anomaly with the JA Equipment line and the NYS Ready to Read training that took place in 2016. There are also some changes in the Library Materials lines due to changes in CBA spending and e-resources. Finally, I put money in the budget – about \$75,000 – to fund the Community Engagement & Library Sustainability project that we have been discussing.

At this point that funding is in the Salaries & Benefits lines. Hiring a new staff person – someone with a background in public relations and marketing – should be the most effective way to implement this project. As we continue to develop this project we will develop more specifics on how to best use these funds. But for now the necessary funding is in the Salaries & Benefits lines.

Adding this to the budget will result in a slight deficit budget for 2017. I am OK with that for several reasons. First, the proposed budget keeps state aid at 2016 levels, and every indication is that we will see a state aid increase in 2017 that will balance the MVLS 2017 budget. Second, we have – with good

reason – been building the MVLS fund balance for the past several years. For example, in 2012 the year-end fund balance was \$582,000. In 2016 it is projected to be over \$900,000. So it is time to use some of that accrued surplus. Finally, the potential for this project to have a positive impact in our libraries makes it a very worthwhile initiative on which to utilize that excess fund balance.

Automation and Resource Sharing

The JA Council will meet on November 9 at MVLS. We expect to have a revision of the JA Fines & Fees policy that the MVLS and SALS boards will be asked to approve. We will also need to reappoint Karen Bradley as the MVLS Central Library representative on the JA Council (effective 1/1/2017) and appoint Mary Salluzzo as the MVLS Board representative.

The Overdrive e-resources integration with Polaris is complete, and several libraries are now using the Leap product to perform library circulation tasks. A new update to the Polaris software will take place in early 2017. After that upgrade, attention will shift to the patron residence geolocation project that MVLS/SALS JA is developing with CGR.

As 2016 comes to a close JA is also concentrating on data cleanup. Various jobs are running that will allow for the deletion of old records – some over ten years old – on minor library fines. JA is working to standardize the rules on when old fines are removed so inactive records – patrons who have not been in the library for years and owe minor amounts – can be removed from the database.

In MVLS, as an outgrowth of the October MVLS workshop on circulation and processing, we are developing standards and best practices to help our libraries provide better customer service. We will soon be distributing a document titled “MVLS Circulation, Processing & Patron Registration Best Practices & Standards”.

Outreach Services

Lois attended Re-Entry Day at the Hale Creek facility. This annual event is designed to provide “residents” with the tools they will need to reintegrate into society once they are released. Since Hale Creek is temporarily without a librarian, items received for their library will be housed at MVLS until the librarian position is filled.

Materials have been purchased for the Montgomery and Fulton county jails.

Lois has applied for a Carnegie-Whitney grant from ALA to develop a bibliography of resources to be titled: *Quality Living: Resources for Growing Older*.

Adult Services

The *Authors Among Us* and *Community Arts* NYSCA projects are nearly complete for the year. Our grant for 2017 programs is making its way through the approval process. The regional film programs have also been completed.

Lois’ meetings, contacts and field visits: 10/6 Creative Connection AMS; 10/13 MVLS workshop-circulation procedures; 10/20 Regional Film Series – SCP; 10/22 Authors Among Us – MID

Youth Services

The final 1,000 Books Before Kindergarten bags are nearly ready for distribution to the libraries. They will go out in November. Sue is encouraging libraries to use Beanstack as an aid to tracking reading for the 1,000 books program. Some libraries used Beanstack with the Summer Reading Program, and Canajoharie and Cobleskill will soon be using it for 1,000 books.

Sue continues to work with Mary Fellows of UHLS on the NY Ready to Read initiative. Two member libraries are scheduled to attend the NYSPEP Workshop – Helping Parents Prepare Young Children for School Success - which will be held at the William K. Sanford Library in Colonie on Dec. 5. MVLS will pay registration and \$25 for each library's travel. MVLS storytime training will take place in January.

Sue is already working on the 2017 Summer Reading Program, to be titled "Build A Better World". The planning workshop will be on February 9.

Sue's meetings, contacts & field visits: Field Visit, QUA, 10/5, 10/6; Circulation Workshop, ROT, 10/13
New Book Webinar, 10/18; Bells Training, UHLS, 10/20

Member Services

Upcoming workshops include the following:

November 2-5: NYLA Conference in Saratoga Springs

December 1: Directors & Boards: the critical partnership

January 5: The Best of the Best: recommended books with Carol Clingan & Sue Rokos

February 9: Summer Reading Program

Staff from 6 member libraries are signed up to attend the NYLA Conference, although only 3 have applied for reimbursement grant to date. Lois and I are attending from MVLS. This conference is focused on sustainability and advocacy. I will share some conference highlights at the November board meeting.

The Foundation Annual Appeal is underway. Last year we raised about \$4,500, and it looks like we will improve on that in 2016. Funds gained through the annual appeal go to fund the Advocacy Grants for member libraries. These will become more important as we implement the Community Engagement project.

Advocacy & Awareness

At the October board meeting we discussed starting a public relations and marketing initiative and it was proposed that MVLS form a committee to oversee these efforts. I suggest that we open this committee to staff and member library representatives, and that the committee be charged with developing proposed goals, objectives and action plans for building the awareness and perceived value of public libraries within the MVLS service area.

2017 NYLA Advocacy Day is scheduled for Wednesday, March 1 2017. Please put this in your calendars and plan on attending. NYLA and MVLS make it easy for anyone to make an impact for libraries.

Meetings, Contacts & Field Visits

10/4/2016	Karen Balsen, Division of Library Development Mary Ann Warner, Schenectady County Public Library Devon Hedges, The Community Library
10/6/2016	HFM School Library System Council Michael Burnett, Northville Public Library Devon Hedges, The Community Library
10/11/2016	Patrick Smith, CGR PULISDO
10/12/2016	Barbara Madonna, Gloversville Public Library
10/13/2016	MVLS Workshop
10/14/2016	Patrick Smith, CGR Whitney Hubbard, Fort Plain Free Library MVLS Board of Trustees
10/18/2016	Sara Dallas, Southern Adirondack Library System William P. Leitch Eric Laughlin, Council Services Plus MVLS Staff
10/19/2016	John Naple Erica Wing, Johnstown Public Library Sara Dallas, Southern Adirondack Library System
10/20/2016	Gordon Beebe William P. Leitch Barbara Madonna, Gloversville Public Library MVLS Board of Trustees
10/21/2016	William P. Leitch Capital District Library Council
10/25/2016	Erica Wing, Johnstown Public Library Barbara Stripling, NYLA President
10/27/2016	Sara Dallas, Southern Adirondack Library System
10/28/2016	Esther Swanker Kathleen Gundrum, Capital District Library Council Foundation Board
10/31/2016	Kathleen Gundrum, Capital District Library Council Sara Dallas, Southern Adirondack Library System