

# Mohawk Valley Library System

## Director's Report

November - December, 2016

### Administration & Governance

The MVLS 2017 – 2021 Plan of Service, along with the associated Free Direct Access Plan and Central Library Plan, have been accepted by DLD without edits. All are now the official approved documents for MVLS and are on the MVLS website at: <http://www.mvls.info/insidemvls/mission-plan-of-service/plan-of-service/> There is information later in this report on our progress toward working on the various initiatives resulting from the planning process.

One of those is the plan to develop a new staff position to help libraries do a better job with community engagement, planning and advocacy. Included with the meeting materials for the January meeting will be a proposed job description for this position. The proposed title is "Library Communications & Community Relations Specialist". This will be an action item at the January meeting.

The front entry has been redone by Precision Glass. New doors and windows, that all now meet building codes, are more energy efficient and can be cleaned!

### Automation and Resource Sharing

The JA Council will meet on January 9. We held the annual fee formula discussion meeting on December 7. I expect two action items to come out of the January JA meeting. First, we expect JA fees to be increased in 2018, and second, the Security Policy should be ready for MVLS and SALS approval.

The Security Policy is the result of an exhaustive process to codify computer security practices that have been in place for many years. The effort grew out of a security audit done by JA in 2015. A copy of the policy will be on the website with the meeting materials for the January 19 board meeting.

The expectation is that JA fees will increase to 11 cents per circulation transaction (the current rate) and 11 cents per item (a 1 cent increase) in 2018. This is the increase agreed to by the members at the annual fee discussion meeting held on December 7.

The annual JA agreements for each member library will be sent to the members for board approval this month.

Libraries have been billed for the annual e-resources allocation, which was increased to a total of \$70,000 in 2017. Central Library money also supports e-resources.

The Schenectady County Public Library has submitted the annual application for the Central Library Development Aid grant. A copy of the application is on the website with the January meeting materials. We will discuss and act on this application at the meeting.

All Central Library planning and spending documents are now loaded on the MVLS website at: <http://www.mvls.info/insidemvls/mission-plan-of-service/plan-of-service/>

The delivery service is one of the best indications of the health of resource sharing in MVLS. Delivery volume increased slightly in 2016. All told, nearly 50,000 totes carrying over 1.6 million items went through MVLS delivery in 2016.

Many MVLS rotating collections are being updated including video, audio, large print and graphic novels.

### **Outreach Services**

Books and magazines have been purchased for the Montgomery and Fulton county jails through the state Institutions funds.

SALS is working on a new literacy initiative designed to help libraries continue to be involved in providing Adult Literacy services in the wake of many literacy organizations becoming inactive. Lois has attended meetings at SALS and will continue to stay involved to see if our libraries can benefit.

Lois is weeding and updating the MVLS Large Print collection that rotates to member libraries.

### **Adult Services**

All 2016 NYSCA programs have been completed, and paperwork is moving forward for the 2016 programs for both book discussions and Authors Among Us. Lois is looking for input on changes to the writing programs to make them more long-term.

All NYSCA evaluation data has been input into the Project Outcome module. Lois is looking for ways to help libraries use these evaluation techniques and format for other aspects of library service evaluation.

Lois' meetings, contacts and field visits: 11/2/16-11/5/16 – NYLA Saratoga Springs; 11/9/16 – Creative Connection @ Nathan Littauer Hospital and Rehab Center; 11/16/16 – Schoharie County Human Services Coordinating Council; 11/17/16- Tracy Kidder @ Schenectady High School- Friends; 11/17/16 – NYS Outreach conference call; 11/29/16 – Basketmaking Program @ SCPL; Dec 1 – Creative Connection – SCP; Dec 8 – Project Outcome Webinar; Dec 8 – Creative Connection – SCP; Dec 13 – Creative Connection – SCP; Dec 14 – Literacy meeting SALS; Dec 15 – Tech Tools with Polly Farrington- Wm K. Sanford Library, Colonie

### **Youth Services**

The final 1,000 Books Before Kindergarten bags are now in the libraries. Libraries continue to implement Beanstack as a way to promote and track reading. Most MVLS libraries are now full participants in Picture Book City. The remaining Schenectady branches will come onboard in 2017.

The 2017 Summer Reading Program Planning Workshop will be held February 9 at SCPL. This year the manual will be online. MVLS has two hard copies available. Catalogs for posters and materials were distributed to member libraries in November. Showcase performers were invited to highlight their programs, with five commitments so far. Registration info and fliers have been distributed to our

members. Sue had an initial joint planning meeting with UHLS libraries for the 2017 Read It Forward Project. Participating libraries selects one teen title, which is then purchased and “offered” to teens to read during the summer, and then give to another teen.

Lego/duplo and STEM equipment use continues to be a popular service for our libraries. In 2016, 147 Legos/Duplos/STEM/Misc. equipment kits were borrowed by a total of 13 libraries and branches.

Sue’s meetings, contacts & field visits: Field Visits, STEM Summit, miSci, SCP, 11/9; FLLS Planning Meeting, MVLS, 11/18; Planning Meeting, UHLS, 11/29; New Staff Orientation, MVLS, 11/30; Member Libraries Round Table, AMS, 12/1; Director’s Council, AMS, 12/1; Helping Parents Prepare Young Children for School Success, Latham, 12/5; YSAC Presentation, UHLS, 12/9; RIF Meeting, UHLS, 12/16  
Picture Book City, ROT, 12/29

### **Member Services**

Upcoming workshops include the following:

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

February 9: Summer Reading Program Planning at SCPL

March 1: Library Advocacy Day

March 2: Early Literacy Storytimes at CAN

April 6: Central Library Workshop at SCPL

The Circulation and Processing Standards that grew out of last September’s system workshop have been distributed to the member libraries. They are also available on the MVLS website at:

<http://www.mvls.info/wp-content/uploads/2017/01/CirculationProcessingGuidelines-1-2017.pdf>

The Director’s Council will meet in conjunction with the January 5 workshop. All Director’s Council agendas and minutes are now archived on the MVLS website at:

<http://www.mvls.info/insidemvls/directors-council/>

The deadline for libraries to apply for the latest round of Advocacy Grants is January 17. Through the Foundation fundraising efforts, we have \$5,000 to give away. Approving the successful grants will be an action item at the January meeting. More grant information is on the Foundation website at:

<https://mvlslibraryfoundation.wordpress.com/grants/>

The Foundation year-end fundraising appeal is going well, with a nice increase over last year’s total. In 2015 we raised roughly \$4,500; in 2016 we should approach \$6,000. This is in addition to the amounts raised through the two golf tournaments.

Trustee training is receiving new emphasis, thanks to a statewide effort titled HATS: Helping All Trustees Succeed. This is a trustee training curriculum with modules for orientation, library finances, legal issues, community engagement/planning, and board effectiveness. Each is a 45-50 minute session. I presented the orientation and finance sessions at Gloversville in December, and will continue to provide sessions for other libraries.

We have developed a new email newsletter for member library trustees. Issues will be archived on the MVLS website at: <http://www.mvls.info/insidemvls/newsletter/> The goal is to provide trustees with

regular tips to help them do their jobs while presenting information on MVLS services. This is a direct outgrowth of the 2016 planning process.

### **Advocacy & Awareness**

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. We will be taking the van from MVLS that morning, and will spend most of the day interacting with legislators in Albany. Not sure how you'll fit in? Don't worry. No one is put on the spot, and there are more than enough people who want to speak. The first time you go, it is fine to observe and meet a representative or two. You never know what advantages you or your library can gain from getting to know state leaders. Just ask Barb Madonna.

The Library Communications and Community Relations Specialist job description that the board will be asked to approve in January is the initial formal action of our initiative to help libraries with community engagement, communications and sustainability. The goal is to get all libraries and library trustees engaged in deliberate planning to make the public library the center of a thriving community. What actions and conditions are necessary to make each library responsive to the community, valued by the community and supported by the community is a way that is sustainable for the foreseeable future?

While the new staff person, the entire MVLS staff and I work to implement this in ways that are meaningful and appropriate to the individual libraries, the new communications committee will be looking into more general, global communications efforts that boost the status and knowledge of public libraries in the region. The committee will hold its first meeting immediately following the January MVLS Board meeting on Thursday, January 19 at around 11:00.

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

11/1/2016	Mal Martin Nicole Hemsley, Amsterdam Free Library MVLS Member Library Directors Sara Dallas, Southern Adirondack Library System Devon Hedges, The Community Library
11/2/2016	Esther Swanker Mal Martin Foundation Event Committee MVLS Member Library Directors NYLA
11/3/2016	MVLS Member Library Board Presidents MVLS Member Library Directors NYLA PULISDO
11/4/2016	MVLS Member Library Directors NYLA
11/5/2016	NYLA
11/8/2016	Bonnie Keller, NBT Bank

11/9/2016	Barbara Madonna, Gloversville Public Library JA Council Karen Bradley, Schenectady County Public Library Sara Dallas, Southern Adirondack Library System
11/10/2016	MVLS Board of Trustees
11/14/2016	Patrick Smith, CGR Eric Laughlin, Council Services Plus Foundation Board
11/15/2016	Bonnie Kerr Erica Wing, Johnstown Public Library MVLS Staff MVLS Trustee Education Session
11/16/2016	Capital District Library Council Erica Wing, Johnstown Public Library
11/17/2016	MVLS Board of Trustees
11/18/2016	Capital District Library Council Foundation Board PULISDO
11/21/2016	Erica Wing, Johnstown Public Library PULISDO
11/22/2016	Karen Bradley, Schenectady County Public Library Eric Laughlin, Council Services Plus Barbara Madonna, Gloversville Public Library MVLS Member Library Directors MVLS Staff MVLS Trustee Education Session
11/28/2016	Eric Laughlin, Council Services Plus MVLS Member Library Directors Karen Bradley, Schenectady County Public Library Sara Dallas, Southern Adirondack Library System Brian Hildreth, Southern Tier Library System
11/29/2016	Erica Wing, Johnstown Public Library Karen Bradley, Schenectady County Public Library Sara Dallas, Southern Adirondack Library System
11/30/2016	Barbara Madonna, Gloversville Public Library Erica Wing, Johnstown Public Library Sara Dallas, Southern Adirondack Library System Ron Barrows, The Barrows Group
12/1/2016	William P. Leitch MVLS Workshop
12/2/2016	William P. Leitch Foundation Board
12/5/2016	MVLS Member Library Board Presidents MVLS Member Library Directors Michael Burnett, Northville Public Library Sara Dallas, Southern Adirondack Library System Dawn Lamphere, The Margaret Reaney Memorial Library
12/6/2016	William P. Leitch

Eric Kass, Fort Hunter Free Library  
PULISDO

12/7/2016 John Naple  
JA Finance  
Kathryn McCary, McCary & Huff  
Terry Pavoldi, Middleburgh Public Library  
Sara Dallas, Southern Adirondack Library System

12/8/2016 John Naple

12/12/2016 William P. Leitch

12/13/2016 MVLS Trustee Education Session

12/14/2016 Capital District Library Council  
HFM School Library System Council

12/19/2016 John Naple

12/20/2016 Peter Belenchia, ALDS  
Eric Kass, Fort Hunter Free Library  
Barbara Madonna, Gloversville Public Library  
Erica Wing, Johnstown Public Library  
MVLS Member Library Board Presidents  
MVLS Member Library Directors

12/22/2016 Karen Balsen, Division of Library Development  
Eric Kass, Fort Hunter Free Library  
Ginny Wilday, Sharon Springs Free Library

12/27/2016 Eric Kass, Fort Hunter Free Library

12/29/2016 Barbara Madonna, Gloversville Public Library  
Erica Wing, Johnstown Public Library  
Karen Bradley, Schenectady County Public Library  
Devon Hedges, The Community Library