

**Mohawk Valley Library System
Director's Report
October 2019**

Administration & Governance

Lois Gordon, the MVLS Outreach and Adult Services Consultant since 1997, has announced her retirement effective December 27. We will be working with the MVLS staff, the Outreach Advisory Council and member libraries to get input on what we should be looking for in a new Outreach and Adult Services Consultant. The board will discuss all of this at the November meeting. We will also review a job description and discuss the recruitment plan to fill the position.

The November meeting will begin, as is the tradition, with a budget hearing for the proposed 2020 budget. The proposed budget will be linked on the MVLS website with the meeting materials. Overall, the proposed budget shows a slight increase in total income and slight decrease in total expenses. The budget contains a deficit of \$19,538. This is smaller than last year's budgeted deficit, and, because of our very healthy fund balance and long term trends, makes for a sustainable budget.

One way I like to look at the expense side of the budget is as a planning and mission-implementing document. The overall question is: do the things we spend money on support our mission and plan of service? The summary lines in the budget document provide a simple analysis of this. As a service-based nonprofit, salaries & benefits forms a good chunk of our budget (\$665,000), and the staff support all aspects of the mission. But where else are we spending money? The next largest section is Contracts (\$640,923); and nearly all of this supports the computer system and delivery services that are most valued by our libraries. Cash Grants (\$212,468) is next, and that direct support is also valued by our members. Then the only other large amount is \$152,000 for Library Materials, which supports resource sharing.

Automation and Resource Sharing

The Joint Automation Council will meet the day before our November board meeting. The JA staff has successfully moved our database to a hosted server. The initial transfer was remarkably smooth, with no overall system downtime. There were several hiccups that took a few weeks to iron out, but now everything is working well.

The annual JA Finance Fees meeting is scheduled for Wednesday, December 11 at 9:30. This meeting gives all JA members a chance to have input into future JA fees; in this case the fees for 2021. The balanced JA budget is good news for the stability of future JA fees.

We need to make some changes to the MVLS representatives on the JA Council. Karen Bradley's term ends on December 31. Devon Hedges term continues until 12/31/2020. Devon was a small library representative. Since he has changed jobs, after 12/31/19 he will be the Schenectady representative, replacing Karen. That means we need a new small library representative, to serve a three year term beginning 1/1/2020. Terry Pavoldi has agreed to fill that position, making the MVLS representatives Devon Hedges, Terry Pavoldi, Erica Wing and Mary Salluzzo.

MVLS and out libraries continue to adjust to the new delivery service with Arnoff. We are now getting good reports and invoices from Arnoff; and we are developing a metric for evaluating delivery service based on data from the Polaris library system. That data will help us to get a clear picture of how the new routes affect delivery performance.

Outreach and Adult Services

The NYSCA projects for 2019 are winding down. Lois and the libraries are working on getting information in Project Outcome. Planning is underway for 2020 programs.

Book and materials orders for the county jails are continuing.

Katherine Dillion from the NYS Census provided an Everyone Counts workshop for MVLS and SALS libraries. She gave an overview of the process and promotional materials available for libraries. Mary Hanley spoke about the security of the JA computers.

Schoharie, Middleburgh and Schenectady have been hosting Adult Literacy Project programs. Johnstown is scheduling programs for the spring. We are investigating a few online job search products as possibilities for future Adult Literacy projects.

Lois' contacts & visits: 10/1 – Kim Zimmer orientation; 10/10 – Everyone Counts, SALS; 10/11- Library Services meeting; 10/15- Low Vision Fair, Albany; 10/16 – JOH trained Robert Weatherby on Project Outcome; 10/18 – FTH orientation, Judi Steiger and Letah Graff

Youth Services

The NYS Summer Reading final report was completed and submitted in October. This year, all participating libraries registered 3,405 children (31% increase from 2018) and 604 teens (22% increase). Libraries held 749 active and self-directed programs for children and teens (32 % increase from 2018) and 16,984 attendance at those programs (3% increase). Planning is underway for the 2020 program, which will have the theme *Imagine Your Story*.

An early literacy Baby Steps/ Big PPlay workshop was held at the Rotterdam branch library with 9 libraries in attendance. Early literacy support materials were ordered for each library (\$250 for each) and should arrive in early November. Our other NYS Family Literacy Project Workshop was held Oct. 22 at Guilderland with co-host UHLS titled "Meet the Millennials".

MVLS registered for the First Book program offered through the Division of Library Development; we should receive \$3,000 of new paperbacks for preschoolers for our members to distribute to needy children in their communities through laundromats, barbershops, WIC and other outreach sites.

Science @ the Library volunteer John Marshall is working with Sue on reorganizing and weeding our science supplies.

Sue's Field visits: New COB Director Meeting, MVLS, 10/1; CDLC Workshop, East Greenbush, 10/2; Early Literacy Baby Steps Workshop, ROT, 10/3; Science @ the Library Program, SHS, 10/5; Arnoff Delivery Meeting, MVLS, 10/7; Route 1 Delivery Run, 10/7; SCP Children's Orientation, Stephanie Olson,

MVLS, 10/9; Bringing Play Webinar, 10/15; MVLS Board Meeting, 10/17; Meet the Millennials Workshop, Guilderland, 10/22; Field Visit, FTH, 10/24; 2020 SRP Planning Meeting, UHLS, 10/30; Science @ the Library Meeting, MVLS, 10/31

Member Services

Upcoming workshops include the following:

November 1 – CDLC Member Showcase
November 13-16 – NYLA Conference in Saratoga Springs
November 20 – Passport Agent Training
January 9 – Best of the Best
January 30 – Summer Reading Program Workshop

We continue to work with our new member library directors, with several MVLS staff members making visits to provide information and support. As a reminder, we have new directors; in Cobleskill, Fonda and Fort Hunter, with more to come. I continue to meet with libraries to help with director transitions. Wade continues to work with libraries promoting the 21st Century Library Initiative. Community Listening Sessions are continuing in Amsterdam, and we have a couple of other libraries interested in starting. Johnstown is nearing the end of their prolonged transition to a school district public library.

Advocacy & Awareness

The annual NYLA Conference is after this writing and before our meeting. I will fill you in on any interesting new services and issues.

There is still time to participate in our current round of advocacy efforts. Concerning the Macmillan embargo of sales to libraries, you can easily sign a petition of protest at: <https://ebooksforall.org/>. There is also still time to send a letter to the editor concerning Governor Cuomo's practice of cutting library aid in his executive budget. Information on that effort can be found at: <https://www.nyla.org/userfiles/Advocacy/Letter-to-the-Editor-Template-10-2019.docx>

Meetings, Contacts & Field Visits

10/1/2019	Kathleen Gundrum, Capital District Library Council Kim Zimmer, The Community Library
10/2/2019	MVLS Communications Committee MVLS Member Library Directors
10/3/2019	Kathryn McCary, Law Office of Kathryn McCary
10/4/2019	Dan Arnoff, Arnoff Global Logistics MVLS Board of Trustees MVLS Member Library Directors Devon Hedges, Schenectady County Public Library Tim Burke, Upper Hudson Library System
10/7/2019	Dan Arnoff, Arnoff Global Logistics

	Capital District Library Council
	MVLS Member Library Directors
	Sara Dallas, Southern Adirondack Library System
10/8/2019	MVLS Member Library Directors
10/9/2019	Dan Arnoff, Arnoff Global Logistics
	Kathleen Gundrum, Capital District Library Council
	Maria DeGaetano, Empire Library Delivery
	Whitney Hubbard, Fort Plain Free Library
	Suzan Friedlander, The Arkell Museum at Canajoharie
10/10/2019	Keith Seeber
	MVLS Board of Trustees
	Suzan Friedlander, The Arkell Museum at Canajoharie
10/11/2019	MVLS Library Services Committee
10/15/2019	MVLS Member Library Directors
	Beth DeMidio, Schenectady County Public Library
10/16/2019	Eric Laughlin, Council Services Plus
	Barbara Madonna, Gloversville Public Library
	JA Hosted Services Q&A Session
10/18/2019	Sharon Fuller
	Dan Arnoff, Arnoff Global Logistics
	Capital District Library Council
	Maria DeGaetano, Empire Library Delivery
	Sara Dallas, Southern Adirondack Library System
	Edward Asselin, SUNY Cobleskill
	Tim Burke, Upper Hudson Library System
10/22/2019	Susan Kazilas
	Michael Klein, Arnoff Global Logistics
	Beth DeMidio, Schenectady County Public Library
10/23/2019	Foundation Board
10/24/2019	Peter Belenchia, ALDS
	Barbara Madonna, Gloversville Public Library
10/25/2019	Foundation Board
	Shannon Aldi-Hogan, Frothingham Free Library
10/28/2019	Michael Klein, Arnoff Global Logistics
	Erica Wing, Johnstown Public Library
10/29/2019	Craig Clark
10/30/2019	MVLS Trustee Education Session Gloversville
10/31/2019	Katherine Hawkins
	Barbara Madonna, Gloversville Public Library