

Mohawk Valley Library System

Director's Report

January - February, 2014

Administration & Governance

Don't forget the MVLS Annual Meeting is scheduled for Wednesday, May 21 at 5:30 at the Riverstone Manor in Scotia. The nomination forms for the two awards have been distributed to member library directors and board presidents. Nomination forms are due back at MVLS by March 31. Please encourage your libraries to apply.

The Library Services Committee met after the January MVLS board meeting to discuss the library construction grant process. The committee recommended some small changes to the MVLS Guidelines found at: <http://www.mvls.info/wp-content/uploads/2011/03/ConstructionPlan4-06.pdf>. The primary recommendation for change to these guidelines was to clarify that the numbered list of priorities should not give the impression that any stated priority is more important than any other. The other recommendations from the committee were procedural and concerned the ways in which members present their projects and the strategies that the committee uses to make funding decisions.

We have had several weather related closings and delays, and this has brought to light the issue of the impact on part-time employees. At the union's request, and working closely with the bargaining unit, we have developed the following language to be added to the MVLS Personnel Manual:

Full-time employees will be paid their regular wage when MVLS is closed due to emergencies.
Non-full-time, employees are not paid for time not worked when MVLS is closed for an emergency. At the supervisor's discretion and upon mutual agreement, a non-full-time, employee may adjust their schedule to make up for regularly scheduled hours that are not worked due to emergency closure.

Work on a complete MVLS Policy Manual continues. In conjunction with the March workshop on Finance Policies & OSC Audits, we have a draft Finance and Administrative policy document for MVLS. This is available on the MVLS web site at: <http://www.mvls.info/wp-content/uploads/2011/07/administrative-policies-draft.pdf> Please review it when you can. Should the Finance Committee meet to go over the policy?

At the end of January I sent out information on New York Library Trustees Online, or NYLTO. The web site is www.nylto.org. Please let me know if you would like any assistance in learning to use this resource.

Periodically, we need to get an electrician in to replace ballasts in the many florescent lights in the building. We had a day with the electrician in January. We have not yet had the requested assistive bars installed in the rest rooms. I am open to suggestions for a contractor to do that work.

Automation and Resource Sharing

Eight sets of publisher's preview book are now traveling among the member libraries. Two bins of free books that completed the rotation were distributed to the members.

The Large Type and audiobooks on CD rotating collections are currently being updated. In addition, Sue has once again requested funding through the Stewarts Holiday Match program to add to the graphic novel rotating collections.

Delivery volume in 2013 was slightly higher than 2012, but the downward trend that began last fall continues. We now believe that the two main reasons for this drop in delivery volume are a change in procedures in Schenectady (books now "float", which means that they are not returned to the originating branch when requested items are returned by borrowers), and a significant drop in circulation at SCP branches due to the Schenectady budget crunch.

The JA Council will meet the day before our board meeting, Wednesday, March 19 at 9:30 here at MVLS. There is evidence that we are on the cusp of some changes in the Polaris product that will have an impact on service and pricing. If there is time at the meeting, I would like to have a discussion on some general principals concerning JA services and costs.

The annual JA Agreements with the member libraries have been distributed, and most libraries have responded. Their deadline is March 31.

Outreach Services

As you may know, the GED test is being phased out to make way for a new program for providing an alternative path for obtaining high school graduation equivalency for those who don't complete traditional high school. The new test is called TASC (Test Assessing Secondary Completion). Lois is assisting libraries in becoming familiar with the new process and test, and hopes to provide some materials to each member library. More information on TASC is available at <http://www.tasctest.com/>.

Both of the current Adult Literacy projects, at Gloversville and Schenectady, are progressing. Gloversville will be requesting additional funding for added publicity and advertising. Schenectady has purchased materials and scheduled computer classes. The Outreach Advisory Council will be meeting to discuss this year's projects and to plan for the next round of mini-grants for member libraries.

There is a new librarian at the Hale Creek correctional facility – Ken Hodosy. Lois has been working with him as they set up the library in a new space. The letter of agreement for MVLS services at Hale Creek is complete.

Adult Services

Ten member libraries will be participating in the NYSCA Book Discussion program in 2014. Libraries are currently selecting titles and presenters. Lois has been working to provide additional options for presenters.

Nearly every member library has signed on to participate in the proposed NEH project that will provide programming, digitization of local history materials, and library materials related to a historical

perspective on how food has evolved in the U.S. and the effect that it has had on our culture, technology, history, and economy. This is known as a “foodway”.

Lois has coordinated an author program at the Johnstown library. Valatie resident Will Swift has a book out titled *Pat and Dick*, on the Nixons. JOH was the only library to express interest.

Lois’ Meeting & Field Visits: 2/25- Hale Creek-Ken Hodoso; 2/26 - Library Lobby Day

Youth Services

Sue and Mary Fellows, UHLS, developed, finalized and held the two system workshop and showcase February 6 at the William K. Sanford Town Library/Colonie. We had increased attendance from last year. 66 were in attendance; 15 from MVLS. This annual 2-system workshop is always very popular, and libraries report that they leave ready to set up their summer reading programs for the year. This year the workshop was held a month earlier to meet the needs of the members. Member library staff provide assistance with this workshop. Six presenters participated in the showcase. This year, Sue also presented at a similar workshop at the Four County Library System.

Additional youth services workshops are planned for April 3 and April 24. The April 3 workshop will be held at Johnstown and will highlight their successful Picture Book City project. Sharon Springs has also completed this picture book reorganization project, and Middleburgh, Schoharie, Gloversville and Fort Plain are following suit.

The first Science @ the Library project of 2014 will be held in May in Northville. The annual grant application to the GE Foundation will be submitted in April.

Several member libraries participated in “Take Your Child to the Library Day” on February 1. Sue collected postcards from the participating libraries, and these were distributed to our elected representatives on Advocacy Day. Kudos to Sue for being instrumental in bringing this project to New York.

Sue’s Workshops, Meetings & Field Visits: Small Library Purchasing and Processing Workshop, FON, 1/9; Science Programming, ROT, 1/9; Mock Caldecott, UHLS, 1/10; Field Visit, AMS, 1/17; Reading is Fun Meeting, SCP, 1/21; ALA Midwinter, Philadelphia, 1/24-1/27; NYLA Leg Committee, NYLA, 1/29; SRP Workshop, Colonie, 2/6; NYLA Advocacy Day, Albany, 2/26; Big Talk from Small Libraries Online Conference, MVLS, 2/28

Member Services

Late winter and spring is shaping up to be a very busy time for workshops. The Summer Reading Program workshop was February 6, and the Finance Policies & OSC Audits workshop was March 6. Upcoming workshops include the following:

April 3, 2014: “Fizz, Boom, Explore” Including science in summer reading

April 24, 2014; Teen/Tween Customer Service

May ?, 2014: TASC and Libraries

May 21, 2014; MVLS Annual Meeting

I attended the Fort Hunter Library February board meeting, and will be attending their April meeting as well. Fort Hunter is interested in starting a planning process to assist them in finding a solution to their financial difficulties. They have, by far, the smallest operating budget in the system at about \$30,000. The planning process will include community focus groups and surveys and is designed to help them increase their library funding through a regular public vote.

It is annual report season. Val has been working with the member libraries, helping them complete the reports. Some libraries rely heavily on Val's expertise, particularly with the finance sections of the report. Val is also working on the MVLS report.

Advocacy & Awareness

NYLA Advocacy Day was a success. We had 12 participants from MVLS and the member libraries, and we visited the offices of all 8 of our state representatives. Most were very responsive to the library message. It appears that the day was a success in that both one-house budget bills are expected to include increases in funding for libraries.

The Foundation Committee met twice in January, once in February and has two meetings scheduled in March. Our application for incorporation was received by the Education Department, and is working its way toward approval. We have a few new members of the steering committee, and continue to work on the By-laws and the case for support.

Meetings, Contacts & Field Visits

1/3/2014	Cheryl Cufari Leah LaFera, Canajoharie Library and Art Gallery MVLS Member Library Directors
1/6/2014	Karen Balsen, Division of Library Development Kathryn McCary, McCary & Huff Terry Pavoldi, Middleburgh Public Library MVLS Foundation Committee Michael Burnett, Northville Public Library Ron Barrows, The Barrows Group
1/7/2014	MVLS Board of Trustees Sara Dallas, Southern Adirondack Library System
1/8/2014	Karen Balsen, Division of Library Development JA Council Ron Barrows, The Barrows Group
1/9/2014	MVLS Foundation Committee Karen Bradley, Schenectady County Public Library Sara Dallas, Southern Adirondack Library System
1/10/2014	MVLS Board of Trustees MVLS Member Library Directors Michael Burnett, Northville Public Library
1/13/2014	MVLS Board of Trustees MVLS Member Library Directors

1/14/2014	Bonnie Kerr Jean Sheviak, Capital District Library Council Devon Hedges, The Community Library
1/15/2014	Bonnie Kerr
1/16/2014	MVLS Board of Trustees MVLS Library Services Committee Ron Barrows, The Barrows Group
1/18/2014	Sara Dallas, Southern Adirondack Library System
1/21/2014	Eric Laughlin, Council Services Plus Division of Library Development, NYSED PULISDO
1/22/2014	Karen Bradley, Schenectady County Public Library
1/23/2014	Bonnie Keller, NBT Bank
1/24/2014	Bonnie Kerr MVLS Board of Trustees MVLS Member Library Directors NYCON Sara Dallas, Southern Adirondack Library System
1/27/2014	Sara Dallas, Southern Adirondack Library System
1/28/2014	MVLS Board of Trustees MVLS Member Library Directors Mary Ann Warner, Schenectady County Public Library Serena Butch, Schenectady County Public Library
1/29/2014	Barbara Lampkin, FTH Cheryl Cufari Kathryn McCary, McCary & Huff Devon Hedges, The Community Library
1/30/2014	MVLS Foundation Committee MVLS Staff
1/31/2014	Chuck Tallent, Canajoharie Library Kathryn McCary, McCary & Huff Sara Dallas, Southern Adirondack Library System
2/3/2014	Cheryl Cufari
2/6/2014	Cheryl Cufari MVLS Member Library Directors Michael Burnett, Northville Public Library
2/7/2014	Division of Library Development, NYSED Erica Wing, Johnstown Public Library Terry Pavoldi, Middleburgh Public Library Michael Burnett, Northville Public Library Sara Dallas, Southern Adirondack Library System
2/11/2014	Division of Library Development, NYSED MVLS Board of Trustees MVLS Member Library Directors Michael Burnett, Northville Public Library Gene Nescot, NYS Deferred Compensation PULISDO Glenn Winter, T.M. Byxbee, CPA, PC

2/12/2014 Keith Seeber, Fort Plain Free Library
Whitney Hubbard, Fort Plain Free Library

2/13/2014 Cheryl Cufari

2/19/2014 Cheryl Cufari
Michael Burnett, Northville Public Library

2/20/2014 Whitney Hubbard, Fort Plain Free Library
Michael Burnett, Northville Public Library
Glenn Winter, T.M. Byxbee, CPA, PC
Tim Burke, Upper Hudson Library System

2/21/2014 Cheryl Cufari
Bonnie Kerr
MVLS Foundation Committee
NYCON
Karen Bradley, Schenectady County Public Library

2/24/2014 Sherry Kirschman, Frothingham Free Library
MVLS Board of Trustees
MVLS Member Library Directors
Michael Burnett, Northville Public Library
Sara Dallas, Southern Adirondack Library System

2/25/2014 Whitney Hubbard, Fort Plain Free Library
MVLS CSEA Unit
MVLS Trustee Education Session - FTH

2/26/2014 NYLA Advocacy Day!

2/27/2014 Terry Pavoldi, Middleburgh Public Library
PULISDO

2/28/2014 Debby Wyngowski
Patricia Franco
Cheryl Cufari
Karen Balsen, Division of Library Development
Barbara Madonna, Gloversville Public Library
Rebekkah Smith Aldrich, Mid-Hudson Library System
Karen Bradley, Schenectady County Public Library
Sara Dallas, Southern Adirondack Library System
Devon Hedges, The Community Library