

**Mohawk Valley Library System
Director's Report
November - December 2019**

Administration & Governance

We finished 2019 with an \$81,000 surplus, due in large part to a reversal of the situation we had at the end of 2018. Since we had \$40,000 worth of JA related bills from 2018 that were paid in 2019, and libraries in general were reasonably current with bills paid in 2019; we took in nearly \$40,000 more in JA income in 2019 than we paid to JA. This puts us in good shape to begin 2020. We received all expected aid and other income in 2019, including a \$13,000 Assembly Bullet Aid award to Gloversville.

Christina Knee and Bonnie Kerr have suggested we hold the 2020 MVLS Annual Meeting at Justine's Restaurant in Cobleskill. Kathy is working on the details. It has been quite a few years since we have been to Schoharie County.

On the subject of meetings in more remote places, I suggest that we make a tradition of annually having 2 MVLS board meetings at member libraries. Can we plan on having the April meeting at a member library? There are 4 libraries that we have not visited in at least 10 years – Fonda, Fort Hunter, St. Johnsville and Sharon Springs. I suggest we choose one to visit in April.

We have received the annual audit review proposal from T.M. Byxbee. The 2020 cost will remain the same, at \$3,750 for MVLS and \$2,850 for JA. Since the audit firm works for the board, this requires action at the board meeting.

We had a couple of weather delays in November-December and were closed on December 2. If Schalmont schools are either delayed or closed, MVLS usually will open at 10:00. Occasionally, if the weather is truly dangerous, MVLS will close.

As we have discussed at previous meetings, the MVLS CSEA unit has voted to dissolve. Our previous union agreement ended on 12/31/2019. All former union employees have signed letters requesting that we no longer collect and pay union dues on their behalf. I have been in regular contact with our attorney, Kathryn McCary, as this has progressed.

Since we no longer have a current union agreement to guide the salaries and benefits for 2020, we will hold an executive session at the January meeting to discuss and act on those issues for 2020. Kathryn's recommendation is to keep things steady during the transition.

Over the next few months, we will be working to update the MVLS Personnel Manual to incorporate information that previously existed only in the union agreement. On health insurance, for example, the Personnel Manual simply states that we will provide benefits as stipulated in the union agreement. In this and many other instances, we need to incorporate that specific language into the Personnel Manual.

Automation and Resource Sharing

The JA Council will hold the first meeting of 2020 at SALS on January 8. That meeting typically includes action on the member fees for the following year, in this case for 2021. The JA Finance Committee held an open meeting on December 11 to get member input. The consensus at that meeting was to repeat the 3% increase that is in effect for 2020. This will increase projected fee income to \$747,837 in 2021. This will put the JA operation in excellent financial condition.

JA staff continues to work on full implementation of the hosted Polaris service. While there are a few ongoing issues, the migration has largely been positive. Staff also continues to improve the telecommunications network. Several sites have been upgraded. Over the next year, we will be developing a new rubric for how libraries are charged for telecommunications.

Arnoff Delivery service has been working out well. We continue to monitor performance on the new routes. Overall, items are reaching their destination within 3 days. Over 1 million items went through MVLS delivery in 2019. All three regional library systems – MVLS SALS and UHLS – are now using Arnoff for delivery service.

MVLS contracted with Empire Delivery through CDLC which interfaces with CDLC and UHLS libraries, as well as other academic libraries statewide. In November/December, 38 items were delivered to MVLS and 26 items left for returns or to fill requests outside of MVLS/SALS.

Publisher's free preview books continue to rotate among the member libraries, assisting libraries with selecting children's books. Once they complete the preview rotation, books are available for use in collections, giveaways, or added to library collections. 2040 books were received in 2019.

The Central Library Advisory Committee has met, and we now have an approved 2019 CLDA Final Report and an approved 2020 CBA plan. Both are posted on the MVLS website at: <http://www.mvls.info/insidemvls/mission-plan-of-service/plan-of-service/>. The proposed 2020 CLDA plan is also there. These two 2020 plans require approval by the MVLS board. They are little changed from 2019.

Outreach & Adult Services

Lois is retired! We held a staff gathering to honor her on December 17 and the Director's meeting of December 19 served a similar purpose. Lois did a good job of finishing projects and leaving us with the information that we will need for all ongoing initiatives.

We have rebranded the job as the Public Engagement and Education Consultant, and have developed a new job description, which will be posted with the meeting materials. Approval will be a January agenda item. We will then advertise the position, and look to have it filled before summer. It is exciting to be refocusing system services toward public engagement, removing barriers to access, and library customer service.

The NYSCA project is complete for the 2019 year, and the final report has been submitted. There were 37 program sessions and 274 total participants. Libraries are in the process of scheduling 2020 activities.

There was another session of the "Write for Your Life" program at the Hale Creek facility, reaching 73 inmates. This continues to be a very effective and well-received program. Purchasing for the county jails has been completed for the year.

Lois' contacts & visits: 11/1/19- CDLC member showcase; 11/6/19 – Library Express Demo
11/8/19- NNLM Consumer Health conference call; 11/12/19- Barnes and Noble for SCJ
11/20/19- MVLS staff meeting; 12/2/19- FON site visit; 12/19/19- Director's Gathering

Youth Services

The 2020 Summer Reading Planning Workshop will be held Jan. 30 at SCPL. This year's CSLP artwork and manuals were pulled back and redone due to issues with artwork. Information was shared with members, and all up to date information is now only on the CSLP for the Imagine Your Story theme.

Our initial joint planning meeting with UHLS libraries for the 2020 Read It Forward Project is scheduled for January 8. Participating libraries select one teen title, which is then purchased and "offered" to teens to read during the summer, and then give to another teen. RIF orientation will be offered to our new member library directors, with the hope of increased participation by MVLS libraries.

Early literacy support materials were received (\$250 for each library in attendance at the Baby Steps/Big Play workshop held in October) and sent to participating members. With increased reporting guidelines in place, the year one final budget report is being updated as expenditures are made.

MVLS received 964 paperback books from the First Book program offered through DLD grant of \$3000, 90% are appropriate for preschoolers. Member libraries have been in contact with their community laundromats and food pantries as locations to distribute to needy children. Wade Abbott is working with us on marketing and signage. Once all the books have been distributed, we will distribute our preview picture books. This little library effort will roll out in January/February 2020.

Sue's contacts & visits: Grants Webinar, 11/5/2019; Science Volunteers, 11/6/2019; Field Visit, ROT, 11/7/2019; FLLS Planning Meeting, Joyce Laiosa, 11/12; NYS Youth Consultant Meeting, Saratoga, 11/14; NYLA, Saratoga, 11/14-15; Staff Meeting, MVLS, 11/20; MVLS Board Meeting, 11/21; GOATS Planning Meeting, 11/22; Youth Orientation, Shannon/FON, 12/12; SRP Planning Phone Meeting, Mary Fellows/UHLS, 12/13

Member Services

Upcoming workshops include the following:

January 9 – Best of the Best books of 2019
January 16 – Digital Census Preparation at CDLC
January 30 – Summer Reading Prep Workshop
February 25 – NYLA Advocacy Day

I am pleased that we seem to have successfully laid the groundwork for a new tradition of informal member library director gatherings at which directors can network and exchange information.

Johnstown hosted the initial gathering on December 19, and we have several other directors interested in hosting.

The Canajoharie Library has a new director! Kaitlyn Forbes will be starting later in January. With Nicole Hauser appointed interim director at Gloversville, we now have all director positions filled, and 5 new directors. MVLS staff has been busy with orientations.

One of the rites of passage for new directors is the New York State Annual Report, which will be released in January with a reporting deadline typically in late February. I have been working with our new directors to get them ready.

Sue has organized the annual Best of Best book workshop, with book recommendations from Carol Clingan and Joyce Laiosa. You can view their selections at: <https://www.mvls.info/services/readers-advisory/best-of-the-best/>

Advocacy & Awareness

In December Wade and I participated in the Assembly Select Committee on Libraries annual funding hearing. If interested, you can view the testimony at: https://nystateassembly.granicus.com/MediaPlayer.php?view_id=8&clip_id=5287 A good selection of library representatives from around the state gave testimony.

As a follow-up to that hearing, Wade has been making contacts and visits with our representatives.

NYLA Advocacy Day is scheduled for Tuesday, February 25 at the Empire State Plaza in Albany. We typically carpool in the MVLS van with the day starting around 8:30 and ending about 2:30 back here at MVLS. Please participate in whatever way works for you, and encourage others from your community to attend. Because of the deficit budget situation this will be an unusually uncertain year. Please be vigilant in responding to all requests to send emails and letters to state officials.

We have received three Advocacy Grant applications in the current cycle. All involve libraries doing community engagement as a preface to important budget votes. Applications are as follows:

The Community Library (Cobleskill)	\$2,130
Fort Plain Free Library	\$2,500
Schoharie Free Library	\$2,500

We will discuss at the January meeting.

Meetings, Contacts & Field Visits

11/1/2019	MVLS Member Library Directors
11/4/2019	Whitney Hubbard, Fort Plain Free Library
	Shannon Aldi-Hogan, Frothingham Free Library
	MVLS Member Library Directors

11/5/2019	Foundation Board Terry Pavoldi, Middleburgh Public Library Michael Burnett, Northville Public Library Karen Bradley, Schenectady County Public Library
11/6/2019	Michael Burnett, Northville Public Library Sara Dallas, Southern Adirondack Library System
11/7/2019	Foundation Board
11/8/2019	Foundation Board Barbara Madonna, Gloversville Public Library Erica Wing, Johnstown Public Library Jerney Johannesen, NYLA
11/12/2019	Patsy Nicosia Erica Wing, Johnstown Public Library MVLS Member Library Directors Helen Thomas, Sharon Springs Library
11/13/2019	Division of Library Development, NYSED NYALS PULISDO Karen Bradley, Schenectady County Public Library
11/14/2019	NYLA Tim Burke, Upper Hudson Library System
11/15/2019	NYLA Sara Dallas, Southern Adirondack Library System
11/18/2019	Eric Laughlin, Council Services Plus Whitney Hubbard, Fort Plain Free Library
11/19/2019	John Naple Eric Laughlin, Council Services Plus JA Committee Michael Burnett, Northville Public Library Karen Bradley, Schenectady County Public Library Helen Thomas, Sharon Springs Library Sara Dallas, Southern Adirondack Library System
11/20/2019	JA Council MVLS Staff
11/21/2019	John Naple Whitney Hubbard, Fort Plain Free Library Erica Wing, Johnstown Public Library MVLS Board of Trustees MVLS Member Library Directors
11/25/2019	Helen Thomas, Sharon Springs Library
11/26/2019	Michael Klein, Arnoff Global Logistics Mary Anne Waltz, Division of Library Development Barbara Madonna, Gloversville Public Library Erica Wing, Johnstown Public Library Michael Burnett, Northville Public Library
12/3/2019	Shannon Aldi-Hogan, Frothingham Free Library Erica Wing, Johnstown Public Library MVLS Member Library Directors

12/4/2019	Michael Burnett, Northville Public Library Whitney Hubbard, Fort Plain Free Library Barbara Madonna, Gloversville Public Library Erica Wing, Johnstown Public Library MVLS Central Library Advisory Committee MVLS Member Library Directors Devon Hedges, Schenectady County Public Library
12/5/2019	Karen Bradley, Schenectady County Public Library Nicole Hemsley, Amsterdam Free Library MVLS Central Library Advisory Committee MVLS Member Library Directors
12/6/2019	Robert Smullen, New York State Assembly Christina Knee Cheryl Cufari Barbara Madonna, Gloversville Public Library
12/9/2019	Suzan Friedlander, The Arkell Museum at Canajoharie Susan Kazilas Erica Wing, Johnstown Public Library Kathryn McCary, Law Office of Kathryn McCary Karen Bradley, Schenectady County Public Library Suzan Friedlander, The Arkell Museum at Canajoharie
12/10/2019	Beverly Osborne Whitney Hubbard, Fort Plain Free Library Erica Wing, Johnstown Public Library MVLS Central Library Advisory Committee
12/11/2019	JA Committee Sara Dallas, Southern Adirondack Library System
12/12/2019	Nicole Hauser, Gloversville Public Library HFM School Library System Council Kathryn McCary, Law Office of Kathryn McCary
12/13/2019	Judi Steiger, Fort Hunter Free Library Robert Smullen, New York State Assembly
12/16/2019	Kathryn McCary, Law Office of Kathryn McCary
12/17/2019	Michael Klein, Arnoff Global Logistics MVLS Staff
12/18/2019	William P. Leitch Whitney Hubbard, Fort Plain Free Library Nicole Hauser, Gloversville Public Library
12/19/2019	MVLS Member Library Directors
12/20/2019	Capital District Library Council Kim Zimmer, The Community Library
12/26/2019	Judi Steiger, Fort Hunter Free Library
12/27/2019	MVLS Member Library Directors Kim Zimmer, The Community Library