

New Plan of Service

We are well underway in the development of our new plan of service for 2011-2016. The state, of course, mandates that the library system develop a plan and specifies what the plan is to include.

The plan must be submitted to the state by October 1, 2011, and the Board of Trustees will, therefore, need to vote on it at the Board's meeting in September.

The Board of Trustees' Planning and Personnel Committee has already met to begin its review of the development of the plan and will meet again in May, June and July. It provides Board of Trustee oversight to the entire process. The principle guiding Mid-Hudson's development of the plan is inclusiveness--maximizing the opportunities for member library trustees, directors and staff to help shape Mid-Hudson's services for the next five years.

There are two main phases in the development of the plan. The first is a needs assessment and Mid-Hudson has cast as wide a net as possible to identify the needs of member libraries. The second develops goals and intended results based on those needs and identifies ways of evaluating system services.

The needs assessment is complete. It primarily consisted of 20 focus-groups that had 244 participants from 63 libraries and 5 correctional facilities. Merribeth Advocate and Rebekkah Smith Aldrich did a super job in organizing and conducting these sessions, as well as compiling the results. Two sessions were held in each county, one for trustees and one for directors. There were two sessions for youth services staff, one in Saugerties and one at MHLS. There were two sessions for circulation and "Millennium" staff, one in Hillsdale and one at MHLS. There was an additional session for trustees at MHLS, as well as sessions for adult programers, assistant directors, friends, outreach staff and correctional services librarians.

A significant amount of information was collected from the 20 focus groups, but unsurprisingly, common themes and needs ran through each of them. Discussions were led by Ms. Advocate and Ms. Smith Aldrich and driven by two questions: what challenges and what opportunities do your libraries face? Other questions addressed trends and what participants hoped people in their communities were saying about their libraries.

A single two-page summary has been completed for the sessions and there are also summaries for each session. These summaries are organized by the challenges, opportunities, trends and branding identified by the participants. All summaries have been posted on the Mid-Hudson website.

The second phase in the development of the plan began with the Directors Association meeting on May 3. It continues through to the end of June with each of the system's advisory committees meeting to clarify goals and formulate intended results in their areas of oversight and responsibility. These include the Resource Sharing, Continuing Education and Professional Development, Marketing, and Central Library and Collection Development Advisory Committees.

An Ad Hoc System Services Committee made up of directors and system staff will also review the development of the plan and provides additional member library oversight.

Direct Access Plan

As part of the new system plan of service, Mid-Hudson is required to include a direct access plan that ensures free access to member library resources for all residents of the library system. Under the direct access plan, residents of one town enjoy the same rights to any member library resource as residents of any other town. Direct access ignores the usual divisions by residency for the payment of local services.

An ad hoc committee was formed by the Resources Advisory Committee to develop a direct access plan for the new plan of service. The committee included member library directors as well as system staff. It met three times and reviewed the current plan and the Commissioners Regulations that require the plan, and worked to draft a new plan.

A draft was submitted to the Directors Association in April but subsequently underwent a number of revisions. A draft of the direct access plan was shared with Mid-Hudson's liaison at the Division of Library Development, Cassie Artale, who provided her advice on the plan's development as well.

The Directors Association voted and approved a final draft of the plan, with some last minute clarifications and amendments, at its May 3 meeting. A majority of the member libraries were present at the meeting and the approval was unanimous.

The direct access plan will be reviewed by the Mid-Hudson Trustee Planning and Personnel Committee on May 5. Its approval by the Mid-Hudson Library System Board of Trustees is required by Commissioners Regulations.

Budget and Finance

Because of the State Senate and the support of local state senators, the state budget was adopted with some restoration of aid that the Governor had proposed cutting. The state budget provides \$79 million for library service instead of the \$76 million proposed by the Governor, which is nearly 23% below what was appropriated for library services in 2008--\$102 million.

Never the less, this is good news and I called the offices of each of our senators and extended our thanks. Instead of ending 2011 in the red--a planned deficit--by about \$37,000, we may now end the year in the black.

We are waiting to see the charts, however, that the Division of Library Development provide to learn what amounts we can expect for each of the aid categories provided to us by statute. There is some uncertainty about what we will receive in correctional services aid because that is based on the number of inmates in the seven facilities located in the Mid-Hudson region. Merribeth Advocate estimates that this aid may be reduced by 15% based on a drop in the region's correctional services population.

The schedule below is not meant to be a substitute for our financial reports, but rather itemizes the different aid the system receives and provides a guess or estimate of what we expect to receive under the current state budget.

Aid	Statutory Amount	Expected 2011	Difference
Public Library System Aid	\$1,418,958	\$1,109,856	\$309,102
Local Library Services Aid	\$213,913	\$165,031	\$48,882
Local Services Support Aid	\$154,350	\$119,689	\$34,661
Public Library System Basic Aid	\$194,234	\$151,321	\$42,913

Executive Director's May 2011 Report to Mid-Hudson's Board of Trustees

Aid	Statutory Amount	Expected 2011	Difference
Central Library Aid	\$272,153	\$210,526	\$61,627
Coordinated Outreach Library Services Aid	\$124,515	\$96,320	\$28,195
State Correctional Facilities Aid	\$86,765	\$67,118	\$19,647
Service to County Jails Aid	\$5,336	\$3,943	\$1,393
TOTALS	\$2,470,224	\$1,923,804	\$546,420

Annual Report to the State Comptroller

Linda Vittone has submitted our annual report to the State Comptrollers Office, which is largely duplicative of our annual report to the Division of Library Development. The difference between them is that we report our finances on a modified cash-basis to the Division of Library Development and on an accrual basis to the State Comptroller. Because both reports are due March 1, we met the deadline with the Division of Library Development but requested and received a 60-day extension for the report to the Comptroller.

Staff from the Division of Library Development have met with staff from the Comptrollers Office about this duplication of effort. The staff of the two offices have agreed to pilot a project that would test how each office could secure the information they require from a single report.

Impact of rising Gasoline prices

Rising prices for gasoline is expected to have a negative impact on the system's budget for delivery even though some increase had been anticipated in the system's 2011 budget.

The base-charge for fuel in our contract with Hudson River Transport is \$3.05 a gallon. The contract specifies a one percent increase above the base for every 5-cent increase per gallon of gas. Rates are adjusted monthly based on the AAA "Daily Fuel Gauge Report."

The schedule below is only an estimate--our Financial Manager Linda Vittone's best guess. Included are the five weeks of service in July, September and December. Also, the contract enters its third and final year, and stipulates a 2.75% "cost-of-living increase" to the base fuel price, in July.

Month	Fuel Cost	Fuel Charge Above Base	Expenditure	
Jan-Mar			\$71,573.89	Actual
April	\$3.75	15%	\$24,760.52	Estimated
May	\$4.05	21%	\$26,060.84	"
June	4.35-4.39	27%	\$27,293.12	"
July	4.60-4.64	32%	\$36,502.70	"
Aug	4.85-4.89	37%	\$30,297.28	"
Sept	5.00-5.04	40%	\$38,678.90	"
Oct	4.75-4.79	35%	\$29,832.04	"
Nov	4.25-4.29	25%	\$27,633.80	"
Dec	4.00-4.04	20%	\$33,163.35	"
Total			\$345,796.44	"

Month	Fuel Cost	Fuel Charge Above Base	Expenditure	
Correctional Service Aid			<u>-\$8,500.00</u>	“
Budget			<u>\$327,812.00</u>	
Anticipated Year-end			<u>-\$9,484.44</u>	“

Central Library Central Book Aid and Central Library Development Aid

Included in the Board packet is a letter certifying that 2010 Central Book Aid funds were fully expended and complied with Commissioners Regulations 90.4 (d)(5). Under Commissioners Regulations 90.4(e), and pursuant to Section 273.1 (b) (2) of Education Law, Mid-Hudson is required to certify this to the state.

Additionally, the Mid-Hudson Board of Trustees is required to approve the central library program budget, and the 2011 budget is in your packet. The Board of Trustees of the Poughkeepsie Public Library District has already approved it.

Property Tax Cap

There is a consensus that the property tax cap will become law this year. The Senate has already approved a 2% cap and, from general news reports, the Assembly will likely adopt the legislation if the Senate approves the continuation of rent control in New York City.

Michael Borges, Director of the New York State Library Association, (NYLA) and NYLA attorneys have discussed the property tax cap and how it affects libraries with Jim Malatras, Deputy Secretary for Public Policy in Governor's Office. NYLA hopes to include language in the legislation to clarify that libraries having their tax levies collected by schools and municipalities operate under their own 2% cap and do not fall under the 2% cap of the school district or municipality. This is an important clarification for school district and special district libraries. Their discussion with Mr. Malatras also made clear that municipal libraries without funding under a 414 initiative would be hardest hit because their funding and the funding of other municipal services would all fall under the same 2% cap. Association libraries that depend on municipal support that did not have 414 funding would also be adversely affected.

Rebecca Smith Aldrich has also reported learning at a recent NYLA Legislative Committee that any "mandate" reform by the state legislature is unlikely this year. The current property tax cap legislation excludes capital expenses from the proposed cap. There is widespread interest among municipal administrators for other costs to be excluded, such as pension and health insurance costs. A number of reforms have been proposed by the Mayoral Task Force of the New York State Conference of Mayors and Municipal Officials. Some of these may eventually find their way into law but not this year.

Such proposals as replacing the civil service "Rule of Three" with a "Rule of Ten," exempting public works projects under \$35,000 from prevailing wage requirements, requiring employee contributions of 10% for individual health insurance coverage and 25% for family coverage, and reinstating a 3% contribution by Tier 3 and 4 members of the Employees' Retirement System do not seem unreasonable given the state's financial crisis. But others are more problematic in my view, such as replacing the state defined benefit plan with a defined contribution plan for new hires, repealing the Triborough Amendment, which is complicated by the Taylor Law's prohibition against public employee strikes, and other labor and management reforms.

State Planning for Library Service

A Regents Advisory Council for Libraries has been established to begin work on a new statewide plan for library services. We responded to a request for input on the development of a new plan with a two page memo, focusing on the needs and challenges of library systems. This memo is shared with the Board as an optional download for the May meeting and is informational only.

The Council requested responses to be submitted by April 20, 2011. It received about 100 responses. It originally planned to highlight the responses it gathered to the Regents in May, but in a conference call with staff from the Division of Library Development on Tuesday, May 3, we learned this may not happen now until June. However, a second round of comments and suggestions for library service in the state will be solicited from libraries and library systems in June. A draft of a statewide plan will be ready in time for the New York State Library Annual Conference, which is in November.

The Division of Library Development is also soliciting comments on its effort to update the Electronic Doorway standards and has asked that these be provided by May 27, 2011. We will develop a response at Mid-Hudson and there has been some discussion among library system directors to collaborate on a response as well.

Facilities

Peter Hoffmann, Rebekkah Smith Aldrich, our facilities manager Chris Herron and I conducted an on-site survey of Mid-Hudson facilities and reviewed a list of facility needs that was developed in 2010. The top three priorities identified are roofing the auditorium, painting its exterior, and repaving the parking lot. Current estimated costs are \$35,000, \$6,000 and \$20,000 respectively.

Although ongoing funding is far from settled, (and the Governor has proposed the same 10% cut in a two-year budget he's recently proposed beginning in 2012), the longer this maintenance is delayed, the greater the eventual costs.

I would advise that we consider doing at least one of these projects this year. If dictated by cost, the painting would seem to be the least problematic. However, we should do at least some spot repairs in the parking lot and seal it to prevent further deterioration and address safety issues. The maintenance would be scheduled for early fall. I believe, however, we should wait until July before making a decision. We presently have just over \$60,000 in our capital fund.

We will also need to begin budgeting year-end transfers from the operating fund to the capital fund and we will include this in our draft 2012 budget. This will be ready for the Board's review in July.

Personnel

Review of the impacts of staff reductions continues

We continue to evaluate the impact on staff following the staff reductions of January. It is clear that the responsibilities of two staff in particular have been substantially changed and we have revised the job descriptions for these staff. I am now in the process of determining salary ranges for these revised positions and expect to have the descriptions and salary ranges ready for review by the Trustee Planning and Personnel Committee at its June meeting and in time to be considered by the Board in July.

Move to the second floor complete

The move of the third-floor staff to the second floor is now complete. There seems to be acceptance by staff for the move and a growing appreciation for the possibility of new synergies between staff and improved communication and collaboration.

If there were accessible bathrooms on the third floor and the elevator met accessibility standards, there would be an opportunity for Mid-Hudson to rent this floor as a professional office.

Communications

In order to reduce the amount of extraneous paper the Board receives, we would prefer to duplicate communications by request only. If you want a personal copy of any document listed, please contact Peggy Winn at 471-6060, extension 216.

I. MEMBER MEMOS

- 11-01: Construction Needs Update
- 11-02: Group Buy – 2nd Scanner
- 11:03: Group Buy

II. CORRESPONDENCE

- January edition of the Poughkeepsie Journal's monthly feature "On the Shelves" contributed by Christina Ryan-Linder, Coordinator, MHLS Youth Services & Community Connections.
- Letter from Mary Keelan, MHLS retiree, expressing concern with requiring retirees, particularly pre-2006 retirees, to contribute towards their health insurance premiums the same as current employees.
- Thank you note to Automated System's Manager, Laurie Shedrick, from Catskill Library Director, Sue Ray, for the excellent System Automated Manager (SAM) training session she conducted at the library.
- Congratulatory letter to Merribeth Advocate from Lenore Strocchia-Rivera, President of the Hudson Valley Psychological Association, applauding the work Mid-Hudson does to promote the psychological health of the residents in the Hudson Valley.
- NYLA Bulletin article published in the Winter 2011 edition entitled, "Interview with NYLA member, Michael Nyerges" by NYLA Executive Director, Michael Borges.
- Thank you card to Rebekkah Smith Aldrich, MHLS Coordinator for Library Growth & Sustainability from the West Hurley Public Library for her assistance during a space planning and technology programming consultation.
- Article written by Rebekkah Smith Aldrich, MHLS Coordinator for Library Growth & Sustainability for the New Lebanon Library's newsletter: "Saving Green By Going Green"
- Article written by Rebekkah Smith Aldrich, MHLS Coordinator for Library Growth & Sustainability for the NYS Teacher's Union publication, NYSUT United: "Is Your Library Green?"
- Memo to the Regents Advisory Council for Libraries on the needs, challenges and desired goals of library systems to help inform the Advisory Council's development of a new statewide plan for library service. (Available as an optional Board packet download.)
- Congratulatory letter to Michael Nyerges from Carol Ann Desch, Coordinator of Statewide Library Services, on his appointment as Executive Director.

Member Library Visits

The number of hours of meetings and visits in March and April with member libraries totaled 132.3.

Employee	Library	Date	Type of Visit	Topic	Minutes
Chris Herron	Phoenicia Library	12-Apr-2011	Support Issue / Problem Solving	Facility	60
Gerry Formby	Roeliff Jansen Community Library	28-Mar-2011	Support Issue / Problem Solving	Computer – Software	180
Gerry Formby	Highland Public Library	26-Apr-2011	Support Issue / Problem Solving	Computer – Hardware	330
Laurie Shedrick	Pine Hill - Morton Memorial Library	25-Apr-2011	Training	Management	150
Merribeth Advocate	MHLS System	01-Mar-2011	Information	Funding – County/State	420
Merribeth Advocate	Columbia County Libraries	11-Mar-2011	Information	Planning	60
Merribeth Advocate	Ulster County Libraries	23-Mar-2011	Information	Planning	10
Merribeth Advocate	Columbia County Libraries	25-Mar-2011	Training	Programming – YS	120
Merribeth Advocate	Ulster County Libraries	11-Apr-2011	Information	Programming – YS	180
Merribeth Advocate	MHLS System	13-Apr-2011	Information	Programming – YS	90
Merribeth Advocate	Saugerties Public Library	18-Apr-2011	Training	Planning	150
Merribeth Advocate	MHLS System	21-Apr-2011	Information	Planning	90
Merribeth Advocate	Rhinebeck - Starr Library	26-Apr-2011	Training	Trustees	135
Merribeth Advocate	Dutchess County Libraries	27-Apr-2011	Information	Programming – YS	180
Rebekkah Smith Aldrich	Brewster Public Library	02-Mar-2011	Support Issue / Problem Solving	Vote Support	120
Rebekkah Smith Aldrich	Wappingers Falls (Grinnell Library)	04-Mar-2011	Information	Management	120
Rebekkah Smith Aldrich	Pawling Free Library	09-Mar-2011	Information	Management	90
Rebekkah Smith Aldrich	LaGrange Association Library	14-Mar-2011	Support Issue / Problem Solving	Vote Support	90
Rebekkah Smith Aldrich	Alice Curtis Desmond and Hamilton Fish Library	16-Mar-2011	Support Issue / Problem Solving	Funding	90
Rebekkah Smith Aldrich	Rhinebeck - Starr Library	22-Mar-2011	Training	Trustees	120
Rebekkah Smith Aldrich	West Hurley Public Library	23-Mar-2011	Support Issue / Problem Solving	Facility	150
Rebekkah Smith Aldrich	Ulster County Libraries	23-Mar-2011	Research/Advice	Planning	120

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Rebekkah Smith Aldrich	LaGrange Association Library	24-Mar-2011	Support Issue / Problem Solving	Vote Support	120
Rebekkah Smith Aldrich	Phoenicia Library	28-Mar-2011	Support Issue / Problem Solving	Planning	360
Rebekkah Smith Aldrich	Fishkill - Blodgett Memorial Library	29-Mar-2011	Support Issue / Problem Solving	Facility	90
Rebekkah Smith Aldrich	Staatsburg Library	30-Mar-2011	Information	Facility	90
Rebekkah Smith Aldrich	Chatham Public Library	04-Apr-2011	Training	Planning	90
Rebekkah Smith Aldrich	Kingston Library	04-Apr-2011	Support Issue / Problem Solving	Friends	60
Rebekkah Smith Aldrich	Valatie Free Library	05-Apr-2011	Research/Advice	Facility	10
Rebekkah Smith Aldrich	Phoenicia Library	05-Apr-2011	Support Issue / Problem Solving	Facility	30
Rebekkah Smith Aldrich	Hudson Area Association Library	05-Apr-2011	Support Issue / Problem Solving	Facility	30
Rebekkah Smith Aldrich	Clinton Community Library	11-Apr-2011	Information	Vote Support	150
Rebekkah Smith Aldrich	Clinton Community Library	11-Apr-2011	Support Issue / Problem Solving	Vote Support	150
Rebekkah Smith Aldrich	Red Hook Public Library, Inc.	12-Apr-2011	Support Issue / Problem Solving	Funding	210
Rebekkah Smith Aldrich	Hudson Area Association Library	13-Apr-2011	Research/Advice	Facility	150
Rebekkah Smith Aldrich	Cold Spring - Julia L. Butterfield Memorial Library	14-Apr-2011	Training	Friends	90
Rebekkah Smith Aldrich	Catskill Public Library	18-Apr-2011	Support Issue / Problem Solving	Management	120
Rebekkah Smith Aldrich	Saugerties Public Library	18-Apr-2011	Research/Advice	Planning	120
Rebekkah Smith Aldrich	Germantown Library	20-Apr-2011	Information	Friends	120
Rebekkah Smith Aldrich	Phoenicia Library	25-Apr-2011	Information	Facility	60
Rebekkah Smith Aldrich	Pine Hill - Morton Memorial Library	25-Apr-2011	Training	Management	180
Rebekkah Smith Aldrich	Valatie Free Library	27-Apr-2011	Research/Advice	Facility	180
Rebekkah Smith Aldrich	Hyde Park Free Library	27-Apr-2011	Support Issue / Problem Solving	Facility	30
Rebekkah Smith Aldrich	Beacon - Howland Public Library -	28-Apr-2011	Information	Facility	90
Mike Nyerges	MHLS System	Mar 2, 2011	Information	Advice-New Directors	90

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Mike Nyerges	MHLS System	Mar 8, 2011	Information	Planning - Millennium	120
Mike Nyerges	Heermance Memorial Library	Mar 10, 2011	Research/Advice	Hermance	60
Mike Nyerges	Catskill	Mar 10, 2011	Research/Advice	Catskill	60
Mike Nyerges	Roeliff Jansen Community Library	Mar 11, 2011	Research/Advice	Planning	120
Mike Nyerges	MHLS	Mar 16, 2011	Research/Advice	Planning	60
Mike Nyerges	Desmond Fish	Mar 16, 2011	Research/Advice	Funding	90
Mike Nyerges	MHLS System	Mar 30, 2011	Research/Advice	Planning	120
Mike Nyerges	Chatham Public Library	Apr 4, 2011	Support/ Problem Solving	Community-based planning	60
Mike Nyerges	New Lebanon	Apr 6, 2011	Support	Advocacy	60
Mike Nyerges	State Library - Division Library Development	Apr 8, 2011	Information/ Planning	State aid and programs	60
Mike Nyerges	North Chatham Library	Apr 12, 2011	Information	Planning	60
Mike Nyerges	MHLS System	Apr 15, 2011	Information	Planning - Assist. Directors	90
Mike Nyerges	MHLS	Apr 16, 2011	Information	Planning - Trustees	60
Mike Nyerges	Saugerties	Apr 18, 2011	Information	Planning	120
Mike Nyerges	MHLS System	Apr 20, 2011	Information	Planning-Youth Services	120
Mike Nyerges	Adriance	Apr 26, 2011	Information	Planning	60
Mike Nyerges	MHLS System	Apr 27, 2011	Information	Wappinger Tech Contract	60
Mike Nyerges	MHLS	Apr 29, 2011	Information	Planning - Correct. Services	90
Robert Drake	North Chatham Free Library	09-Mar-2011	Support Issue / Problem Solving	Computer – Software	360
Robert Drake	West Hurley Public Library	17-Mar-2011	Support Issue / Problem Solving	Computer – Software	240
Robert Drake	Wappingers Falls (Grinnell Library)	25-Mar-2011	Development / Prep Time	Computer – Network	150
Tom Finnigan	Phoenicia Library	12-Apr-2011	Support Issue / Problem Solving	Facility	45

Rightsizing Local Government

Everyone should have had a chance by now to review the report *Striking a Balance: New Yorkers Speak Out on Rightsizing Local Government*. Funded by the Dyson Foundation, *Striking a Balance* reports on the results of a statewide poll conducted by Marist College on attitudes towards government consolidation, which included 4,500 state residents. The results are also broken down into nine geographic regions, including a Mid-Hudson region that includes Sullivan and Orange counties as well as the five counties in MHLS.

If there is good news in the results of this survey for library systems and libraries, it is that more state residents support "consolidation" as the "sharing" of services rather than the "merging" of services. Sixty-eight percent of respondents had a favorable impression of consolidation as sharing rather than merging services. In the Mid-Hudson region, 55% identify with government consolidation as the sharing of services, although a substantial number--37%--support merging services as well.

Of those who favor consolidation, 67% respondents statewide support consolidation of public libraries with neighboring towns or cities. Of those who are generally against consolidation, 43% support consolidation of public libraries.

Support for the "consolidation" of public libraries in the Mid-Hudson region was pretty high, however, at 59% of respondents. To the south, in Rockland and Westchester counties, the support for "consolidation" is even higher at 61%.

Those who support "consolidation" do so with an expectation that consolidation will decrease costs and improve efficiency. Unsurprisingly, those who do not support "consolidation" are concerned with a loss of community identity, that they will have less of a say in what happens locally, and that it might increase their costs but lower the costs of a neighboring community.

It is interesting that the survey found little political polarization around these issues and that demography was not a strong predictor either.