

## **BUDGET & FINANCE**

The Finance Committee has met twice this year, as has the System Funding Task Force of member library directors, to review a set of proposals for and revisions of the 2012 operating fund budget. The Directors Association votes on revisions to the members assessment on July 10, the day before the Board meets. A final revised budget is in the Board packet and is on the agenda for Board action.

The committee requested that a budget for categorical aid be included in the budget development process. This has been added to the Budget documents in the July Board packet but does not include a revision for 2012. Year-end balances for Mid-Hudson's capital fund and the member libraries capital fund have also been added under fund projections.

### ***2012 Revised Operating Fund Budget***

#### *Revisions approved by the Finance Committee:*

- Receipts reduced by \$116,000 in a one-time credit to member libraries in a reduction of the members assessment.
- A year-end transfer of \$30,000 to the members capital fund for payment of the fee in 2013 to run Millennium and Sierra in the cloud.
- An estimated increase in state funding of 4.5%. Notice of our actual aid is expected soon but has been delayed because of new controls in the Governor's office.
- Personnel expenditures that include the hiring of a new part-time cleaner, expanding the role of the IT coordinator, and on August 1 increasing a part-time technology position to full-time.
- Increasing the year-end restricted balance from 58% to 60% of total operating fund expenditures.

### ***2013 Preliminary Operating Fund Budget***

The committee reviewed an early draft of the preliminary 2013 budget in the budget documents that are included in the Board packet. Assumptions and notable changes from 2012 include:

- A 2% increase in receipts that sets state aid to actual-received in 2011, (this is state support of library services at \$79 million); and that sets the members assessment at \$600,000.
- A 2% over-all increase in expenditures that includes significantly reduced expenditures for equipment, a 7% increase in personnel costs, a 24% increase in professional development and training for member libraries and staff, and a 27% increase in contracts that includes a \$30,000 annual Millennium cloud fee covered by a member capital fund transfer.

## **DIRECT ACCESS PLAN**

The revisions to our proposed *Direct Access Plan* required by the Division of Library Development (DLD) have been approved by the Planning and Personnel Committee and the Directors Association. A copy is in the Board packet and is on the July 11th agenda for Board action.

DLD had objected to the use of the verb “to refuse” in the final section of the plan of our initial draft, where possible action is described in cases of serious inequities and hardships. To address DLD’s objections, we included verbatim the restrictions allowed by Education Commissioner’s Regulations 90.3 (d)(2) (ii) and (iii).

## **PERSONNEL**

The Planning and Personnel Committee has met twice this year to review a number of personnel policies and issues.

*Personnel Policies Recommended for Board Approval include:*

**Conference Travel Policy** - Previously, this was the Business Travel Expenses Policy that has been simplified and specifically focused on staff attending conferences.

**Employment Categories** - This was amended to limit the length of time a part-time employee can be asked to work full-time and to ensure that the length of service and benefits provided temporary employees are written.

**Retiree Health Insurance & Dependent Survivor Coverage Policy** - This revises and codifies existing Board policy that has been defined in separate Board motions and resolutions. The proposed policy has been developed in consultation with our attorney. NYSHIP requires revisions to be in the form of resolutions and to include:

- Changing the length of service to determine eligibility of new employees from 10 to 15 years.
- Changing payment by survivors of eligible employees or retirees for Dependent Survivor Coverage from 25% to 100%, which are the only two options presently allowed by NYSHIP.

**Staff Mileage Reimbursement Policy** - Mid-Hudson has not had a written policy that governed reimbursement for staff travel. This spells out current practice.

**Revised organizational chart** - This is in the Board packet and is informational. It reflects the recommended staffing adjustments that will be discussed in executive session and that are also included in the 2012 revised and 2013 preliminary operating budgets.

The expanded IT staff will strengthen our support of member libraries at a time when member libraries are increasingly focused on providing their communities access to technology. This strengthened support would include:

- More consistent and reliable help-desk support to member libraries via phone and email, including support for Millennium, PC reservation software, general network hardware and software issues and Overdrive. Support for Overdrive also includes direct support of patrons.

- Increasing the number of member libraries under contract for network and PC management support.
- Increasing the functionality and varying the design of the websites Mid-Hudson provides to 36 member libraries.
- Additional and more consistent support to the Automation Coordinator during the transition to Sierra by assisting in the support and training of member libraries; and by providing ongoing support of the Automation Coordinator in work such as integrating social networking features into the online catalog, collaborating on the development of a mobile app and implementing future Sierra improvements.

**Director's Perception Sharing Report** - The Planning and Personnel Committee and Mid-Hudson staff has reviewed a staff perception-sharing report that focused on my performance as director. Originally conceived as part of my annual performance review, the staff had been uncomfortable sharing their perceptions if the process unless it was managed by an outside consultant. Linda Vittone and I hired Jeanne Stewart and Nancy Couse of HR on the Move to conduct this process, which consisted of private, one-on-one interviews with 18 staff on February 16 and 22.

The results of the process provided some very useful feedback. Some of the feedback include general staff concerns, such as with health and safety, and we have formed a committee to address these concerns.

Some of the feedback on my performance was also useful and will help me improve my effectiveness. But there were also some perceptions that were difficult to assess because they included no specifics--the object of the process was to eliminate the possibility of identifying staff.

John Bickford, Chair of the Planning and Personnel, will report more fully on the perception sharing report in executive session.

## **FACILITIES**

We are moving forward with this year's facilities work that will replace the roof and refurbish the facade of the auditorium. Peter Hoffmann, Chris Herron and I have met a couple of times to plan the launch of the project. We're expecting that we will place this out for bid in July thanks to Peter's professional (and pro bono) contributions. The work is expected to be completed this fall.

We are also moving forward with planning a clean-up of the auditorium basement, which has free and broken flooring that has tested positive for asbestos. The challenge will be to clear the broken tile fragments in order to remove and dispose of the basement contents. Once this is done, the remaining flooring can be sealed.

Additionally, we have updated the cost of replacing the inefficient aluminum-framed windows in the office building, which, at \$23,000, is about \$7,000 less expensive than previously estimated. However, the return on investment is probably just as long, stretching out to 10s of years.

## **ADVOCACY**

The importance of the \$14 million dollar Public Library Construction Grant Program was in strong evidence in June with “Ribbon cuttings” at two of our member libraries. Patterson Library officially unveiled its marvelous makeover on June 16 and Cairo Public Library welcomed its community to its smart new facility on June 30. This state-funded program makes a huge difference in how local libraries remain relevant and respond to changes in their communities and we need to advocate for this program every chance we get.

And these successful projects indicate that the public library is still an institution of hope and aspiration. People are still committed to providing their neighbors opportunities to improve and enrich their lives; the public library remains one of the most cost-effective ways to do this.

The example of Cairo deciding to go ahead with its decision in 2007 to build a new library even after the economic collapse of 2008 says a lot about the determination and perseverance of that community, as does the energy and hard work in Patterson and other communities that have recently “bucked the odds” and expanded or built new libraries.

Congratulations to the directors of Patterson and Cairo libraries, Patti Haar and Debra Kamecke, and to their staffs; and congratulations to board presidents Donald Ferraro and Maureen Forrester and to their fellow trustees; and congratulations to the members of these and other communities that work hard to build classy, intelligent, up-to-date community-oriented libraries.

### ***Advocating for Library Systems***

Mid-Hudson's been invited to participate as a library system and member of Southeastern New York Library Resources Council (SENYLRC) in the development of a library system advocacy brochure to complement a similar effort by the systems belonging to the Rochester Regional Library Council.

The purpose of the brochure is to highlight ways the library systems work with their member libraries to improve lives through collaboration and shared services and help reduce local costs. Although each system has different missions, we have common goals. The primary audience for the brochure is state officials and legislators--systems are, after all, how the state primarily supports library services--but would also include groups such as school superintendents and school and library boards. The goal is have the brochure ready in September when the state begins next-year's budget process.