

1. **2012 PLAN OF SERVICE PROGRESS REPORT** - A requirement of the System's annual report is to provide a narrative on the progress and implementation of the System's plan of service, which also includes the central library plan of service. A formatted copy is included in your packet for informational purposes.
2. **2013 REVISED MHLS BUDGET** - A summary of the revised 2013 Budget is included in your packet. State aid is expected to increase by \$4 million in 2013-2014, which brings total aid for library systems and libraries across the state to \$85.6 million--an overall increase of 4.9%. However, until we receive our funding charts from the Division of Library Development, we won't know what we'll exactly be receiving, so the draft revision is based on a 4.4% increase at present. We hope to see our funding charts sometime towards the end of May and have solid figures by the June DA meeting.

Receipts have been revised to include categorical and directed aid, which members of the MHLS Finance Committee have requested. (Details on this aid will be available in June.) If we set aside the categorical and directed aid, (which is balanced by an identical amount in disbursements and a "wash"), the net increase in receipts would be \$96,161. Revised receipt details include:

- An increase of \$131,169 in *State Aid General*, which includes Local Services Support Aid.
- The inclusion of *Categorical & Directed State Aid* in the budget adds \$476,576 in receipts (and expenditures) and includes central library grants, estimated to be \$233,498, and aid for outreach, correctional facilities and jails, estimated to be \$180,468, (we will be finalizing the receipt and expenditure details for these in May), and the passthrough of Local Library Incentive Aid of \$183,078.
- An increase of \$1,300 in *Interest*.
- A reduction of \$30,232 in *Member Assessment Fees* from the adjusted budget and is the result of incorporating the annual Sierra cloud-fee into a revised 2013 members assessment that does not exceed \$601,000, which was the assessment level agreed to by member libraries in 2010.
- An increase of \$500 for *Gifts/Donations* received.
- A net reduction of \$6,276 under Miscellaneous revenue for ILL Charges. This is primarily a reduction of \$6,519 in central library development aid that PPLD pays back to the System in support of our ILL service and which will be used instead for the catalog enhancement, *Novelist Select*.
- An increase of \$200 under *Network Reimbursements* to cover the "maintenance" on one additional Sierra license.

Disbursements have been revised to include categorical and directed aid as well as several new expenditures that include a new 20-hour a week support position to expand help-desk on

evenings and weekends and reintroduction of mileage reimbursement for member libraries and the MHLS board. Revised receipt details include:

- A net increase of \$15,776 under *Salaries and Employee Benefits* that includes revised health insurance costs, salary adjustments identified by the MHLS Board in January for two staff and a proposed part-time support position at \$8,150 to improve coverage on evenings and weekends to begin in July.
- A net increase of \$6,967 for *Library Materials/Databases*, which is primarily the one-year subscription for *JobNow*.
- Inclusion of \$436,576 under *Library Grants* for the passthrough of \$233,498 in central library aid, \$183,078 in Local Library Incentive Aid and \$20,000 proposed for member library mileage reimbursement, which is added to \$6,500 already budgeted for OCLC charges and payment for lost books.
- A reduction of \$4,221 in equipment purchases under *Capital Expenditures*.
- A net increase of \$10,912 under *Building Operations & Maintenance* that reflects some savings in auto insurance and utilities and anticipated higher than expected costs in building repairs and improvements.
- A net reduction of \$1,500 under *Postage & Telecommunications*.
- A reduction of \$946 in *Publicity & Printing*.
- An increase of \$4,370 for *Delivery*.
- An increase of \$2,800 for *Professional Fees/Memberships*.
- A net increase of \$7,629 in the *Categorical Aid* for Outreach, Correctional Services and County Jails.
- An increase in the year-end *Transfers to Capital Accounts* for future capital expenditures, which includes \$25,000 for the MHLS Capital Fund and a proposed increase in the transfer to the Members Capital Fund of \$30,400 for a total of \$70,000. (An additional \$34,384 was transferred in 2012.)

Next steps include reviewing the summary of the revised budget, as well as the details, with the joint System Services and Funding Task Force committees, which meet after the DA meeting on May 2. The MHLS Finance Committee was scheduled to meet on Monday, April 22, but the meeting was postponed because my father died and I was unable to meet with the Committee as scheduled. The final revision of the budget will not be presented to the MHLS Board until July 10.

A preliminary summary of the 2014 budget will also be sent to the joint System Services and Funding Task Force committees, which will include projections for 2015 as well. This will be an early look at next year that assumes the level of state support to be the same as this year, (the precise amounts of which are yet to be seen), and a proposed increase in personnel costs

that would fund another full-time position. However, this additional staff is up for discussion and a “place holder” until we have a better idea of future expenditures. These may include purchased services instead of staffing, such as for a mobile app by Boopsie, or a discovery platform, such as *Encore* that combines items in Sierra with articles from periodical databases.

- 3. 2013 FINAL MEMBERS ASSESSMENT** - Included in your packet is an updated 2013 schedule that incorporates the \$30,000 cloud-fee. We expect to be billed for this in November and we plan to cover this with a one-time transfer from the Members Capital Fund. We transferred an additional \$34,384 to this fund at the end of 2012 for this purpose. The collection of \$5,000 included in the 2013 assessment is to cover the first two-months in the 2014 billing cycle for this fee.

2014 Members Assessment is in the pipeline and I will send out a copy as soon as possible and also add it to your May packet before the DA meets on the 2nd. Until now, the Sierra migration has been front and center and we have not had a chance to update the three-year averages of circulation and holds-received, but we’ll do that in the next couple of days.

- 4. ACS AND COMMUNITY DEMOGRAPHICS** - Kealy Salomon, the Commissioner of the Dutchess County Planning & Development Department, and Jennifer Coccozza, who is a Senior Planner at the department, spoke about community demographics and planning at the Annual Dutchess County Public Library Trustees Dinner on April 17, 2013. It was an interesting talk about some of the sources the department uses to project development in the county and some of the pitfalls, as well as how differences between the generations, such as the Baby Boomers, Generation Xers, and Millennials, shape services.

One source of demographics that the department uses, which provides information at the level of the local community, is the American Community Survey. This service is provided by the U.S. Census at www.census.gov/acs.

If you haven't already used this, you should add this to your tool kit when assessing the characteristics and needs of your community. The service provides one-year, three-year, and five-year updates to the decennial census and provides data on local communities that includes age, gender, race, income and benefits, health insurance, and education. Kealy Salomon cautioned, however, that the one-year updates are less reliable and that you need to pay attention to the percentages of error that it provides with of these updates. She said that the three-year updates, however, are more reliable and the five-year update are the most reliable.