

MHLS BOARD OF TRUSTEES

The January 2012 meeting of the Mid-Hudson Library System Board of Trustees has been rescheduled to Saturday January 21. The snow date is the following Tuesday, January 24.

MILLENNIUM UPGRADE

The December 6 upgrade went smoothly enough but there were a few issues that surfaced in the following weeks. Annoying but the least of these was the disappearing "In Demand" button in the circulation module and only affected those libraries with this function unchecked. According to Karen O'Brien, this "has been a spotty issue for many years." The other more serious issue was with the email and print hold pickup-notices, which required Innovative's intervention, and has now been resolved. As a Java-based function, only five fonts are allowed, Serif, SansSerif, Monospaced, Dialog, or DialogInput. Any custom notices that included fonts different from these ended in error. If anyone is still having a problem with custom notices, they should contact Gerry Formby.

MILLENNIUM AND TECHNOLOGY SUPPORT

If you or any of your staff have forgotten and emailed Laurie Shedrick about a Millennium or SAM problem, you would have received a response suggesting who to contact for what types of problems.

If you need immediate attention for Millennium, SAM or a related technology problem, please call 845-471-6060 X240, which is Mid-Hudson's help desk. The hours for the help desk are Monday-Friday 8:30am - 4:30pm and Saturday 9am - 4pm.

Contact Karen O'Brien for cataloging and Millennium database maintenance issues, kobrien@midhudson.org or call 845-471-6060 X253.

Contact Kit Kassel for cataloging and Millennium patron database maintenance, kkassel@midhudson.org or call 845-471-6060 X252.

Contact Gerry Formby for Millennium circulation and SAM, gformby@midhudson.org or 845-471-6060 X251.

Contact Robert Drake for network or WAM Table issues, rdrake@midhudson.org or 845-471-6060 X220.

RECRUITMENT OF AUTOMATION COORDINATOR

As I write, we have twelve qualified applicants for Laurie's position of Automation Coordinator. I am hoping and expecting to receive at least one additional applicant before December 31, 2011, which is the cut-off date for applications.

A review committee will have its first meeting Friday, January 6, at 1 PM at MHLS. The committee includes Julie Dempsey, who is the in-coming chair of the Resource Sharing Advisory

Committee, and staff members Robert Drake, Linda Vittone, Kit Kassel, Karen O'Brien, Merribeth Advocate and myself. I will serve as committee chair.

Everyone on the committee has access to the materials that has been sent to us by the applicants.

Our goal on January 6 is to prioritize applicants by consensus using a set of filters to determine who we most want to interview. Depending on the number of applicants we want to speak to, we will schedule either a couple of on-site interviews or begin with a number of distance-based interviews by phone or video conference. The latter ideally would be conducted on the same afternoon.

We will also finalize the filters on January 6, which are largely drawn from the recruitment notice and include the following:

- Applicant meets the minimum qualification of a Master's degree (MLS, MIS) from an ALA accredited institution.
- Applicant meets the minimum qualification of two or more years of related full-time experience.
- Applicant meets the minimum qualification of one year supervisory experience.
- Applicant can ensure the reliability and integrity of the ILS, *Millennium*.
- Applicant can lead the transition from *Millennium* to *Sierra*.
- Applicant can lead the development and implementation of the training of member library staff in the migration to *Sierra*.
- Applicant can collaborate as well as lead member libraries in identifying, implementing and evaluating resource sharing standards.
- Applicant can develop and analyze the effectiveness of the system-wide catalog.
- Applicant has a background in cataloging and classification, including LC authority control, the management of MARC records, the application of AACR2 rules, and web development.
- There is evidence of strong customer service.
- There is evidence of effective written and oral communication.
- There is evidence of project management.

2012 MHLS BUDGET

As I mentioned at the December DA meeting, the MHLS Board Finance Committee met on November 30 to review a draft of the Preliminary 2012 Budget. Following this meeting, a number of changes were made and the resulting budget was recommended to the MHLS Board on December 10. The Board approved the budget as recommended.

Category	Estimated 12-31-11	Preliminary 2012 Budget
Receipts		
State Aid General	\$1,383,072	\$1,328,606
Interest	\$4,000	\$4,000

Category	Estimated 12-31-11	Preliminary 2012 Budget
Member Assessment	\$0	\$600,000
Delivery	\$220,000	\$0
Construction Grant	\$0	\$32,879
Gifts/Donations	\$110	\$0
Miscellaneous	\$70,430	\$66,400
Automation	\$202,000	\$0
Network Reimbursements	\$193,712	\$176,139
Transfers from Capital	\$14,250	\$35,000
Total Basic Operating Income	\$2,087,574	\$2,243,024
<u>Disbursements</u>		
Salaries	\$683,702	\$719,074
Employee Benefits	\$443,193	\$468,067
Library Materials/Databases	\$155,826	\$157,433
Library Grants	\$8,345	\$6,310
Capital Expenditures	\$6,500	\$93,750
Building Operations & Maintenance	\$79,052	\$151,545
Automotive Expense	\$100	\$1,700
Office Expense	\$8,800	\$10,300
Postage & Telecommunications	\$42,890	\$41,840
Publicity & Printing	\$6,000	\$10,500
Travel, Conferences, Workshops	\$18,404	\$33,750
Leases/Contracts	\$154,118	\$131,500
Delivery Subcontracting	\$322,000	\$332,112
Professional Fees	\$22,500	\$24,000
Transfers to Capital Accounts	\$90,728	\$57,600
Total Basic Operating Expenses	\$2,042,158	\$2,239,481
Net Increase/-Decrease to Fund Balance from Operations	\$45,416	\$3,543
Less Building Reserve		\$0
Increase to Fund Balance		\$3,543
Ending Fund Balance	\$1,529,353	\$1,532,896

Revenues: State revenues are budgeted at 96% of what was received this year. This anticipates that the Governor's proposed 10% reduction from 2010 funding will be implemented and the partial restoration of aid provided by the legislature this year will not be provided in 2012.

Payment for system services by member libraries increase. Member library payments of \$422,000 for delivery and automation is replaced by a \$600,000 members-assessment fee, per MHLS's agreement with the DA in December 2010.

Other notable revenues include reimbursements by members for electronic network purchases of \$176,197, a construction grant of \$32,879, interest and payments for other services.

Expenses: Budgeted expenses for 2012 include an overall increase of just under 10% but include some significant one-time costs. These are, in round numbers, \$70,000 in capital repairs to the Auditorium, and \$87,000 for a Sierra server, if the successor to Millennium is based on-site at Mid-Hudson. Together, these represent nearly 80% of the difference between our projected year-end expenses for 2011 and the proposed 2012 budget.

Personnel: Personnel costs increase by 5% from the projected year-end costs of 2011. These include

- Salaries and cost-of-living increases negotiated with CSEA for 2011-2013, which is a 1% increase for each of the three years, the first two payable in 2012 and the third in 2013.
- Increases based on benchmarking staff to either comparable position at other library systems, (adjusted for differences in costs of living by location), or to civil service positions at the Poughkeepsie Public Library District. These have been only partially implemented to ensure their sustainability.
- Funding to increase hours for part-time technology staff during the transition between Laurie Shedrick and the new Automation Coordinator.
- Benefits that include a three-tier schedule for health insurance that bases the percentages paid by staff on what staff earn. A fairer approach than one-size fits all, this results in a modest savings by MHLS had there been no change in what staff pay. Only full-time staff are eligible for health insurance.

Other Expenses Highlighted: Expenditures for equipment includes \$86,750. This is for the possible purchase of a server for Sierra. If the decision is to base Sierra in the Innovative "cloud," this would not be purchased but could be applied to member library's capital fund for new modules or features.

A one-year increase in the conference and travel budget is also included in order to support attendance at the annual Innovative conference in California by the new Automation Coordinator and her or his support staff as well.

REGENTS ADVISORY COUNCIL SECOND DRAFT OF RECOMMENDATIONS

The second draft of the New York State Regents Advisory Council on Libraries recommendations to the New York State Regents, *Creating the Future: A 2020 Vision and Plan for Library Service in New York State*, was released on December 23 for public review and comment. For public libraries and public library systems, there are reasons to be pleased and reasons to be concerned with this latest, near-final draft. For my analysis and concerns, see <http://director.midhudson.org> (To be posted 12/29/2011.)