Usage – November

- o Circulation of print materials: 1648
- o Circulation of eContent: 73
- o Website visits: 6283
- o Public access computers: 160 sessions

Meetings (November 9-December 6)

- o November 15: I followed up with Joe Sherry, Finance Specialist at UHLS regarding his recommendation to create purchase orders for debit card transactions. We determined that the invoices provide the same information as a purchase order. I shared that information with the Treasurer.
- o November 20: UHLS Core Trustee Training Special Session: "Everything You Wanted to Know About the Open Meetings and Freedom of Information Laws…But Were Afraid to Ask."
  - o This session was presented by Robert Freeman, Executive Director of NYS Committee on Open Government at the Guilderland Public Library. Trustees and Directors were encouraged to ask specific questions during the session.
  - o Mr. Freeman provided responses to questions that included what information needs to be provided to the public prior to the meeting, when an executive session is appropriate, what information needs to be provided in minutes and what kind of communication between members of a board may constitute a meeting. More information can be found at http://www.dos.ny.gov/coog/index.html
- o November 21: A representative from OCLC Worldshare management Services provided a demonstration of OCLC's updated ILS. I attended the demo as a member of the ILS Investigation Committee.
- o November 22: eContent Advisory Committee meeting at UHLS.
- o November 23: I attended the Friends of the Castleton Public Library annual Barnes and Noble fundraiser.
- o December 5: I met with Supervisor Dowds at the Schodack Town Hall to review the updated and approved Library operating budget for FY 2014. I shared information about services such as the increased number of annual visits and the new public access computers.
- o December 6: Directors Association meeting at UHLS.
  - o UHLAN Agreement: The current agreement covers through the 2014 calendar year. At this meeting we reviewed the formula and the draft of the agreement. Below is a brief description of the formula:
    - Circulation Fee + Service Fee = UHLAN Fee
    - Service Fee: determined by a 6-tier scale based on the Library's Total Local Support reported in the NYS Annual Report.

Castleton Public Library
85 S. Main Street
Castleton-on-Hudson, NY 12033

- Circulation Fee: calculated by a per circulation charge based on Annual Total Circulation Transactions as reported in the NYS Annual Report. Per circulation charges: $0.39 (2012); $0.41 (2013); $0.44 (2014).
- Adjustments: There are three adjustments that may be applied to a Library's UHLAN Fee. (1) No Library's fee can be less than it was the previous year, (2) No Library's fee can increase more than 15% from the previous year and (3) Net lender libraries are awarded a 5% discount.
  - December 6: Automated Services Committee meeting at UHLS.

2013 was a productive year!

- The Director and Treasurer improved financial management: At the beginning of FY year 2013, the Director and Treasurer addressed recommendations of CPA Bill Adams' review of the Library's financial records from FY 2012. The most significant change was the implantation of the financial management software. The data from the FY 2012 financial was entered into Quickbooks to have accurate financial information for the 2012 AUD and FY 2013. The Director and Treasurer compared the data entered in Quickbooks to data previously entered managed in Excel and actual bank balances. After a year of making adjustments in Quickbooks, the Library Board of Trustees is able to efficiently meet the reporting requirements of New York State and ensure financial oversight at monthly Board meetings.
- Increased funding: The Library expects a 6.3% increase in funding from the Town of Schodack to support the Library continuing to provide essential services to Village and Town residents. The New York State Budget for FY 2013/14 restored the 20% reduction in Library Aid since FY 2007-08. This was a $4 million restoration in Library Aid.
- Collaboration with local organizations and libraries: We continue to grow and maintain relationships with local organizations in an effort to understand the needs of the community and promote library services. In 2013, to promote collaborative programs and promote library services, the Castleton Public Library and East Greenbush Community Library attended a Schodack/Castleton Community Partnership quarterly meeting. We met with faculty and students to share information about library programs at each library and share information about the collaborative Summer Reading Program.
- Librarian Trainee Classification: In September of 2013, I requested the classification of a Librarian Trainee from Rensselaer County Civil Service. After receiving letters of support for the classification from me and the Chair of the NYS Civil Service Task Force Committee and after receiving information from Albany County Civil Service, Rensselaer County Civil Service approved the classification request in November 2013. This new classification will benefit public libraries county-wide.
- UHLS – Together for Better Libraries: The Director attended regular meetings of the Directors Association at the UHLS as well as meetings of the ILS Investigation Committee, the eContent Advisory Committee, and the Central Library Advisory Committee. The work with all of these committees is critical to make sure the needs of the small libraries are being met.

- o The ILS Investigation Committee is charged with making a recommendation to the Directors Association regarding the purchase of a new ILS. The appropriate ILS will allow every member library to provide services to its community such as eCommerce, integrated online catalogs that include all the eContent, print materials and databases, social media integration and tools to create online communities that reflect the local community.
  - o The eContent Advisory Committee meets quarterly and is tasked with providing guidance for the development of the eContent collection of the UHLS and promoting collaborative efforts among member libraries. This FY to-date, the Castleton Public Library purchased eContent that valued $xxx while other UHLS member libraries purchased eContent valued at $xxx to grow the eContent collection. At this time, Castleton Public Library patrons have access to an eContent collection of downloadable eBooks, audiobooks and videos. The committee also provides feedback to OverDrive, the eContent vendor, based on patrons' needs.
  - o The Central Library Committee drafts a budget for approval by the UHLS Board of Trustees, the Central Library, and Director's Association. The budget supports the Central Library's goals to maintain and develop Central Library digital and print materials available to UHLS members and support for piloting new services that will benefit UHLS member libraries. Small libraries on the Central Library to provide content to patrons that is otherwise not attainable for small libraries with limited budgets, examples of which include databases and eContent.
- o <u>Strategic Planning:</u> The Board began the strategic planning process to define a shared vision and set goals to continue to grow Library services and fulfill the Library's mission to the community. At the close of the year, a survey was drafted and distributed. The results will be analyzed and shared with the community in early 2014.