Executive Director’s Report to DA – May 2015

1. **MOVING FORWARD – ASSESSMENT OF MHLS SERVICES**
   Assessment Reports
   1) Resource Sharing (Element 1 in MHLS Plan of Services) - REVIEW COMPLETED
      a) Integrated Library System; Cataloging Services; Delivery Services; Cooperative Collection Development Services; Interlibrary Loan Services
   2) Special Client Groups (Element 2 in MHLS Plan of Services) - REVIEW UNDERWAY
      a) 2nd Review - Youth Services *(Supplemental Document 1)*
      b) NEW – Correctional Facilities *(Supplemental Document 2)*

2. **RESOURCES SHARING/CIRCULATION TRENDS**
   A. MHLS Support for Increasing Circulation in 2015
      1) Continuing education workshops focused on circulation/collection issues
         a) Sierra Create Lists Training
      2) Increase Circulation Incubator Project
         a) Developing Action Plans for Increasing Circulation – March 3
         b) Reviewing Implementation of Action Plans for Increasing Circulation – May 11
      3) Central Library/Collection Development Committee Workshops and Reports
         a) Reports to Each Member Library - Materials 10 years old & no Circulation for 5 years

3. **MHLS BOARD SURVEYS**
   A. MHLS Service Fees
      1) Library Directors have reported concerns about the payment of service fees to MHLS for resource sharing services (e.g., Sierra/ILP, Delivery) and eResources (e.g., databases).
      2) The MHLS Board has requested a report from the DA regarding DA concerns.
      3) Revised - Report of Member Service Fees *(Supplemental Document 3)*
         a) NEW - What percent of Operating Funds of each Member Library does Member Library Service Fees represent? MHLS service fees represent an average of 1.64% of the total operating funds of member libraries, a median of 2.3% of the total operating funds of member libraries, and a high of 7.33% and a low of .64%.

4. **TOWN OF UNION VALE – LIBRARY SERVICES AGREEMENT**
   A. Town Supervisor reports proposed service contract is under review by the Town attorney and the Town Board will consider the contract on either May 7 or May 14.
   B. Library directors of neighboring libraries meeting May 7 to schedule implementation of approved restriction on circulating non-print materials.
   C. Communication to all library directors will be issued prior to implementation of new restriction.
   D. Communication to Union Vale registered patrons regarding restrictions will be issued prior to implementation of new restriction.

5. **SEEKING SPECIAL LEGISLATIVE PROJECT GRANTS FROM ASSEMBLY MEMBERS**

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1 Middle value in the list of percentage
A. In 2015, MHLS has received the following Special Legislative Project Grants to support Summer Reading Programs:
   1) $25,000 - Assemblymember Kevin Cahill - 103rd Assembly District
   2) $10,000 - Assemblymember Didi Barrett - 106th Assembly District

B. MHLS plans to submit letters of requests to Assemblymembers for Special Legislative Project Grants to support Summer Reading Programs as follows:
   1) Assemblymember Steve Katz (R) 94th District
      a) Libraries: Brewster, Carmel, Mahopac, Patterson, Putnam Valley
   2) Assemblymember Sandra Galef (D) 95th District
      a) Libraries: Cold Spring, Garrison, Kent
   3) Assemblymember Peter Lopez (R) 102nd District
      a) Libraries: Athens, Cairo, Catskill, Coxsackie, Greenville, Haines Falls, Hunter, Palenville, Saugerties, Windham, (Stuyvesant – Kinderhook Memorial Library)
   4) Assemblymember Frank Skartados (D) 104th District
      a) District Libraries: Adrian, Beacon, Clintondale, Highland, Marlboro, Milton
   5) Assemblymember Kieran Michael Lalor (R) 105th District
      a) Libraries: Beekman, Dover, East Fishkill, Fishkill, LaGrange, Millbrook, Pawling, Wappinger, (Chelsea, Dutchess Junction – Howland Public Library)
   6) Assemblymember Steven McLaughlin (R) 107th District
      a) Libraries: Canaan, Chatham, Hillsdale, Kinderhook, New Lebanon, North Chatham, Valatie

C. If a library director wishes for their library NOT to be listed in a letter of request, please notify Tom Sloan by 5 PM on Monday, May 11.

6. EXECUTIVE DIRECTOR’S EVENT PARTICIPATION – April 2015
   A. Directors Association Meeting
   B. Columbia County Directors Association Meeting
   C. Trustees Services Committee Meeting
   D. Central Library/Collection Development Advisory Committee Meeting
   E. PULISDO (Public Library System Directors) Conference Calls
   F. State Library and PULISDO Conference Calls
   G. Ulster County Directors Association Meeting
   H. Greene County Directors Association Meeting
   I. WAMC Public Radio Interview on The Roundtable
   J. Audit Committee Meeting