



Executive Director's Report to DA – June 2015

1. MOVING FORWARD – ASSESSMENT OF MHLS SERVICES

<http://midhudson.org/topics/statistics-research/moving-forward/>

A. 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; Youth Services
- 2) Special Client Groups (Element 2 in MHLS Plan of Services) - REVIEW UNDERWAY
 - a) 2nd Review – Correctional Facilities (*Supplemental Document 1*)
<http://midhudson.org/wp-content/uploads/2015/03/Moving-Forward-Correctional-Facilities-Services-Assessment-Summary.docx>
 - b) **NEW** – Adult Literacy (*Supplemental Document 2*)
<http://midhudson.org/topics/statistics-research/moving-forward/>

2. RESOURCE 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 to Increase Circulation; Web Management Report for Circulation Analysis ; Enhancement of Create Lists Through Excel
- 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
 - c) Assessment of Action Plans for Increasing Circulation – August 24
- 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) Report of Member Service Fees (*Supplemental Document 3*)
<http://da.midhudson.org/wp-content/uploads/2015/05/Supplemental-Doc-3-Report-on-Member-Library-Service-Fees.pdf>
- 3) Any additional information requested?

4. TOWN OF UNION VALE – LIBRARY SERVICES AGREEMENT

- A. Town and MHLS continue to negotiate service agreement language.
- B. Library directors of neighboring libraries met May 7 and agreed to schedule implementation of approved restriction on circulating non-print materials after the service agreement is signed.
- 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 ASSEMBLYMEMBERS

- 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 - Libraries: Esopus,

Hurley, Kingston, New Paltz, Phoenicia, Pine Hill, Plattekill, Red Hook, Rhinebeck, Rhinecliff, Rosendale, Stone Ridge, Tivoli, Ulster, West Hurley, West Shokan, Woodstock

- 2) \$10,000 - Assemblymember Didi Barrett - 106th Assembly District - Libraries: Amenia, Arlington, Claverack, Clinton, Germantown, Hudson, Hyde Park, Livingston, NEMillerton, Philmont, Pine Plains, Pleasant Valley, Staatsburg, Stanford, (Copake, Ancram – Roeliff Jansen Community Library)

B. MHLS has submitted letters of requests to Assemblymembers for Special Legislative Project Grants to support Summer Reading Programs as follows:

- 1) Assemblymember Steve Katz (R) 94th District - Libraries: Brewster, Carmel, Mahopac, Patterson, Putnam Valley
- 2) Assemblymember Sandra Galef (D) - 95th District - Libraries: Cold Spring, Garrison, Kent
- 3) Assemblymember Peter Lopez (R) 102nd District - Libraries: Athens, Cairo, Catskill, Cocksackie, Greenville, Haines Falls, Hunter, Palenville, Saugerties, Windham, (Stuyvesant – Kinderhook Memorial Library)
- 4) Assemblymember Frank Skartados (D) - 104th District - Libraries: Adriance, Beacon, Clintondale, Highland, Marlboro, Milton
- 5) Assemblymember Kieran Michael Lalor (R) - 105th District - Libraries: Beekman, Dover, East Fishkill, Fishkill, LaGrange, Millbrook, Pawling, Wappinger, Howland Public Library
- 6) Assemblymember Steven McLaughlin (R) - 107th District - Libraries: Canaan, Chatham, Hillsdale, Kinderhook, New Lebanon, North Chatham, Valatie

C. Assemblymember Frank Skartados' office reports exploring a Special Legislative Project Grant.

6. MHLS 2014 Budget

A. Reserve Funds as of December 31, 2014 (audited)

- 1) Final Operating Fund Balance = \$1,907,390
 - a) Operating Reserve Fund¹
 - i. Authorized Target Balance (66%) = \$1,686,771
 - ii. Actual Balance = \$1,686,771
 - iii. 100% Funded
 - b) Operating Contingency Fund²
 - i. Authorized Target Balance (10%) = \$255,571
 - ii. Actual Balance = \$220,619
 - iii. 86% Funded (Fund Deficit = \$34,952)

B. Capital Funds as of December 31, 2014 (audited)

- 1) Final Capital Fund Balance = \$379,718
 - a) Member Capital Fund³
 - i. Authorized Target Balance = \$365,000
 - ii. Actual Balance = \$178,199
 - iii. 48% Funded (Fund Deficit = \$186,801)
 - b) MHLS Capital Fund
 - i. Authorized Target Balance = TBD
 - ii. Actual Balance = \$201,519
 - iii. % Funded TBD

¹ Board Designated Operating Reserve Fund - Approved by MHLS Board of Trustees on December 6, 2014 - ([Supplemental Document 4](#))

² Board Designated Contingency Reserve Fund - Approved by MHLS Board of Trustees on December 6, 2014 - ([Supplemental Document 5](#))

³ Capital Development Fund Charge Approved by the Directors Association – April 8, 2015; Approved by the MHLS Board of Trustees – May 6, 2015 ([Supplemental Document 6](#))

7. ELECTION OF MHLS TRUSTEES

- A. Five months prior to the Annual Membership Meeting (meeting scheduled for October 16), an announcement regarding Board positions to be filled by election at the Annual Membership Meeting will be sent to the President of each member library Board of Trustees and to Library Directors in those counties where a vacancy needs to be filled, noting the opportunity and responsibility of the library boards to submit to the chair of their county library association one or more candidates.
- B. The county library association of each county for which a trustee is to be elected shall meet for the purpose of selecting a candidate from their county to nominate at the Annual Membership Meeting. The chair of the county library association shall submit to the MHLS Executive Director the name of the county library association's nominee no later than two months (August 16) prior to the Annual Membership Meeting.
- C. Columbia, Dutchess, and Greene Counties will each have a vacant MHLS Trustee position starting in 2016. Current representatives are not eligible for re-appointment.
- D. More information at: <http://board.midhudson.org/wp-content/uploads/2013/11/ELECTION-Procedures-MHLS-Board.docx>

8. EXECUTIVE DIRECTOR'S EVENT PARTICIPATION – May 2015

- A. System Services Advisory Committee Meeting
- B. MHLS Board of Trustees Meeting
- C. 18th Annual Dutchess County Public Library Trustees Dinner
- D. Get the YES Vote Out: Tips & Trends from Around the Country Workshop
- E. Directors Association Meeting
- F. Union Vale Meeting with Neighboring Library Directors
- G. Columbia County Directors Association Meeting
- H. Central Library/Collection Development Advisory Meeting
- I. Increase Circulation Incubator Project Meeting
- J. MHLS Facilities Committee Meeting
- K. Ulster County Directors Association Meeting
- L. Putnam County Directors Association Meeting
- M. Spark Media/Mobile Media Lab Meeting