



Executive Director's Report to DA – July 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 Service) – Reviews 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 Service)
 - a) Youth Service; Correctional Facilities – Reviews Completed
 - b) 2nd Review – Adult Literacy
<http://midhudson.org/topics/statistics-research/moving-forward/>
 - c) **NEW** – Coordinated Outreach
<http://midhudson.org/wp-content/uploads/2015/03/Moving-Forward-Coodinated-Outreach-Assessment-Summary1.pdf>

2. RESOURCES SHARING/CIRCULATION TRENDS

A. **UPDATED** - [Circulation Trends for 2010-2014 – Supplement Document 2](#)

- 1) System wide circulation is down 9.89% from 2013-2014 and 15% from 2010-2014.

B. 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; Weeding Workshop/ Effective Weeding for Increasing Circulation
- 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
- 4) Recycling of Weeded Books
 - a) Identification of ReCommunity Beacon for recycling books from any MHLS member library without a fee

3. MHLS Service Fees

A. Request for additional information - What would be the impact on MHLS if Member Assessment Fees were reduced?

- 1) Reduction in Fund Balances
 - 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

¹ Board Designated Operating Reserve Fund - Approved by MHLS Board of Trustees on December 6, 2014

- i. Authorized Target Balance (10%) = \$255,571
- ii. Actual Balance = \$220,619
- iii. 86% Funded (Fund Deficit = \$34,952)
- c) MHLS Capital Fund
 - i. Authorized Target Balance = TBD
 - ii. Actual Balance = \$201,519
 - iii. % Funded TBD
- 2) Reduction in MHLS Operating Funds/Services
 - a) MHLS Plan of Service 2012–2016
<http://midhudson.org/about-mhls/mhls-plan-of-service/>
 - b) MHLS Plan of Service for 2017-2021
 - i. MHLS has Adopted the Moving Forward Process to Assess MHLS Services, Resources, Priorities & Actions
<http://midhudson.org/topics/statistics-research/moving-forward/>
 - Develop a detailed report analyzing MHLS services including describing each service, allocating resources to each service, stating outputs & outcomes for each service, and determining the value per service.
 - Review MHLS Plan of Service to ensure the Plan and the findings of the Moving Forward Assessment are aligned.
 - Seek prioritization of MHLS services by stakeholders.
 - Add an Action Plan component to MHLS Plan of Service.
 - Identify new services stakeholders wish MHLS to support.
 - Measure success based on meeting member library needs in support of excellent services.
 - Use the findings of the Moving Forward Assessment as a foundation for developing the MHLS Plan of Service for 2017-2021.

4. TOWN OF UNION VALE – LIBRARY SERVICES AGREEMENT

- A. Town has not acted on a service agreement.
- B. Library directors of neighboring libraries have requested the implementation of approved restrictions on not circulating non-print materials to Union Vale residents.
- C. **NEW** - [Implementation Schedule – Supplement Document 4](#)

5. 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. Nominations

² Board Designated Contingency Reserve Fund - Approved by MHLS Board of Trustees on December 6, 2014

- 1) **NEW** - Dutchess County is nominating Barry Ramage, President of the Red Hook Library Board of Trustees

E. More information at: <http://board.midhudson.org/wp-content/uploads/2013/11/ELECTION-Procedures-MHLS-Board.docx>

6. **EXECUTIVE DIRECTOR'S EVENT PARTICIPATION – June 2015**

- A. Conference Call with NY State Library on Public Library Construction Program
- B. General MHLS Staff Meeting
- C. PULISDO (Public Library System Directors) Conference Calls
- D. State Library and PULISDO Conference Calls
- E. Conference Call with NY State Library on new M/WEB Requirements for Construction Program
- F. Personnel & Planning Committee Meeting
- G. Putnam County Library Directors Meeting
- H. Conference Call with Jeannine Doyle, HR/Labor Relations Officer, Buffalo/Erie County PL