



Executive Director’s Report to DA – November 2015

1. MOVING FORWARD – ASSESSMENT OF MHLS SERVICES

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) – Reviews Completed
 - a) Youth Service; Correctional Facilities, Adult Literacy, Coordinated Outreach
- 3) **NEW** - Professional Development & Continuing Education (Element 3 in MHLS Plan of Service)
- 4) MHLS Planning Process for 2016-2021 Library System Five-Year Plan of Service – Document I.A.4

2. RESOURCE SHARING/CIRCULATION TRENDS

A. Checkouts by Annual Report Codes – Document 2.A

- 1) Individual Reports by Annual Report Codes to be emailed to library directors

B. Expenditure on Library Materials 2011-2014 - Member Library Annual Report

	Print Materials	Electronic Materials	Other Materials (includes AV)	TOTAL EXPENDITURES
2014	\$1,751,081	\$362,511	\$417,339	\$2,530,931
2013	\$1,814,978	\$332,610	\$449,725	\$2,597,313
2012	\$1,777,906	\$301,316	\$522,841	\$2,602,063
2011	\$1,751,899	\$267,427	\$533,736	\$2,553,062

- 1) Expenditure on Library Materials Decreased Less Than 1% (.89%) from 2011 to 2014 (2011=\$2,553,062 & 2014=\$2,530,931)
- 2) Circulation of Library Materials Decreased 15% from 2011 to 2014 (2011 = 4,606,566 & 2014 = 3,995,055)

3. MHLS 2016 Proposed Budget

A. MHLS State Aid Received - 2013-2015 – Document 3.A

B. Proposed 2016 Budget – Document 3.B

- (1) Unassigned - \$62,560 - 70% General Support Aid¹ increase of \$89,371
 - (a) Opportunity for the Directors Association and MHLS Staff to recommend to the MHLS Board how best to allocate these funds. For example:
 - (i) 2017 Member Assessments Reduction
 - (ii) E-Magazine Collection/Service (Zinio & OverDrive under review)

- (iii) Auditorium Equipment/Services to Support Interactive Meetings & Continuing Education Events
- (iv) Member Library Router Providing User Statistics & e-Rate Discounts
- (v) Integrated/Customized Program Calendar for Member Library Events
- (2) Senate Special Legislative Grants (Bullet Aid)
 - (a) For 2015, State Aid Restricted Receipts & Library Grants Expenses include \$248,000 in Senate Special Legislative Grants (Bullet Aid) which are not projected/included in 2016 proposed State Aid Restricted Receipts & Library Grants Expenses
- (3) Operating Reserve Fund - 100% Funded -The Reserve Fund goal is to achieve and maintain no greater than eight (8) months (66%) of the Costs of Funding Services and Operations
- (4) Operating Contingency Fund - 94% Funded - The Contingency Fund goal is to achieve and annually maintain in reserve ten (10%) of Program Funding and Operating Costs
- C. Proposed 2016 Budget on SSAC Meeting Agenda
- D. Comments on Proposed 2016 Budget to Tom S by Monday, November 16
- E. Proposed 2016 Budget Reviewed by MHLS Board on December 5

4. DELIVERY SERVICES

- A. DA endorsed SSAC recommendation to adjust outliers, normalizing delivery stops based on volume, and to keep Saturday delivery services
<http://da.midhudson.org/wp-content/uploads/2015/09/Adjust-Outliers-Keep-Saturday-Delivery.xlsx>
- B. MHLS working with Hudson River Transport to implement new delivery schedule as of February 1, 2016

5. TOWN OF UNION VALE – LIBRARY SERVICES AGREEMENT

- A. [Library Card Holders, Checkouts, Values, Funding – 105th Legislative District](#)
- B. MHLS has received a document from the Town, which the Town describes as “a draft proposal subject to further negotiation by all parties. It is intended to start a conversation about the issues in a concrete manner.”
 - (1) Review of Town’s proposal conducted by four neighboring library directors and Esquire Ellen Bach
 - (2) MHLS working with all parties on agreeable terms for the Town’s funding of public library services in 2016 and beyond

6. NYT - Reinventing the Library

”If libraries are to be not only repositories of society’s memory and symbols of its identity but the heart of larger social centers, then these changes must be made consciously from an intellectually strong institution that recognizes its exemplary role, and teaches us what books can do: show us our responsibilities toward one another, help us question our values and undermine our prejudices, lend us courage and ingenuity to continue to live together, and give us illuminating words that might allow us to imagine better times.”

7. EXECUTIVE DIRECTOR’S EVENT PARTICIPATION – OCTOBER 2015

- A. Increase Circulation Incubator Project Meeting
- B. Directors Association Meeting
- C. MHLS Board Facilities Committee Meeting
- D. NY State Library/PULISDO Conference Call
- E. Columbia County Library Directors Meeting

- F. Kinderhook Memorial Library Visit
- G. MHLS Annual Membership Meeting
- H. MHLS Board of Trustees Meeting
- I. CSEA (AFSCME) Staff Collective Bargaining Meeting
- J. Hudson Valley Transport Delivery Services Meeting
- K. PULISDO Meeting
- L. New York Library Association Annual Conference
- M. MHLS Board Finance Committee Meeting
- N. Library Directors of Beekman, LaGrange, Millbrook, & Dover Plains Meeting
- O. Greene County Library Directors Meeting