



Executive Director's Report to Directors Association – December 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) Professional Development & Continuing Education (Element 3 in MHLS Plan of Service) – Review Completed
- 4) **NEW** – [Consulting and Development Services](#) (Element 4 in MHLS Plan of Service)
- 5) **NEW** – [Coordinated Services](#) (Element 5 in MHLS Plan of Service)
- 6) [MHLS Planning Process for 2016-2021 Library System Five-Year Plan of Service](#)

2. RESOURCE SHARING/CIRCULATION TRENDS

A. Checkouts by Annual Report Codes

- 1) Individual Reports by Annual Report Codes Emailed to Library Directors on 11/24/15

B. Increase Circulation Incubator Project

- 1) Participating Library Directors Reported at the Removing Barriers Mini Conference
 - a) 3 of the 5 “Early Adopter” libraries report increases in some circulation during project period

3. MHLS 2016 Proposed Budget

A. MHLS State Aid Received - 2013-2015

B. Proposed 2016 Budget

- (1) Unassigned - \$62,560 - 70% General Support Aid 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
 - SSAC Discussion on 2016 Sierra Capital Fee Credit of \$600 per Library
 - (ii) Zinio E-Magazine Collection/Service for 2017
 - (iii) Member Library Router Project – State of the Art Routers Providing User Statistics & e-Rate Discounts for All Member Libraries
 - (iv) Integrated/Customized Program Calendar for Member Library Events
 - (v) Auditorium Equipment/Services to Support Interactive Meetings & Continuing Education Events
 - (vi) Other ideas...
 - (b) Proposed Timeline
 - (i) Review by SSAC of Specific Proposals – January 14, 2016
 - (ii) Review by DA of Specific Proposals – February 5, 2016



- (iii) DA Recommendation of Specific Proposals to MHLS Board – March 4, 2016
- (iv) Review by MHLS Board of Specific Proposals – March 19, 2016

4. RFP FOR NETWORK SERVICES

- A. The Board of Cooperative Educational Services (BOCES) of the Sole Supervisory District of Ulster County, (in accordance with Section 103 of Article 5A of the General Municipal Law) hereby invites the submission of sealed proposals for the following components:
 - 1) Internet services for schools located in the Mid-Hudson region.
 - 2) Wide Area Network Services for schools in Orange, Ulster and Sullivan counties.
 - 3) Wide Area Network and Internet service for the County of Ulster.
 - 4) Internet service for the Mid-Hudson Library System
 - 5) WAN service for the Washingtonville CSD
 - 6) WAN service for the Middletown Enlarged City School District
 - 7) Internet services for the Town of Rosendale
- B. Submission Deadline - December 11, 2015
- C. The Contract will be awarded to the responsive and responsible Vendor offering a Proposal response that best meets the terms, conditions and Specification criteria stated in the RFP. Such response shall be evaluated by the evaluation committee and the committee shall score each Proposal.
- D. BOCES reserves the right to make awards within sixty (60) days after the date of the Proposal opening during which period Proposals may not be withdrawn unless the Proposer distinctly states in the Proposal that acceptance thereof must be made within a shorter specified time.
- E. CONTRACT TERM
 - 1) Two contract terms are requested:
 - 3 years commencing on July 1, 2016 at 12:00AM, terminating June 30th, 2019 at 11:59 PM
 - 5 years commencing on July 1, 2016 at 12:00AM, terminating June 30th, 2021 at 11:59 PM
 - 2) BOCES may, at its own option, annually renew the Contract for up to two (2) additional years under the same terms and conditions as the original Contract.

5. 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 and Hudson River Transport have signed an amended contract to implement the new delivery schedule as of February 1, 2016.

6. REASSIGNMENT OF 2015 TRAVEL EQUALIZATION GRANT FUNDS

- A. At the November 5 meeting of System Services Advisory Committee, the Committee agreed to recommend the MHLS Board authorize the unexpended balance (approximately \$10,000) of the 2015 Travel Equalization Grant Program for purchase of OverDrive e-books and e-audiobooks. (The original 2015 appropriation of the Travel Equalization Grant Program was \$15,500, with an expected 2015 expenditure of \$5,500.)



- B. The MHLS Finance Committee members agreed to recommend the Board authorize the unexpended balance of the 2015 Travel Equalization Grant Program for the purchase of OverDrive e-books and e-audiobooks.
 - C. Item on the agenda of the MHLS Board for their December 5 meeting.
7. TOWN OF UNION VALE – LIBRARY SERVICES AGREEMENT
- A. MHLS 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.”
 - B. Review of Town’s proposal has been conducted by MHLS staff, four neighboring library directors, and Esquire Ellen Bach.
 - C. Ms. Bach has drafted a revised proposal addressing the concerns of MHLS and neighboring libraries.
 - D. The Boards of MHLS and neighboring libraries are reviewing the revised proposal.
 - E. Based upon acceptance of the draft proposal by the Boards, the draft proposal will be forwarded to Town officials.
8. NYT - [Anthony Doerr: By the Book](#)
The author of “All the Light We Cannot See” read “The Sheltering Sky” when he was 11 or 12. “I was incredibly blessed, because neither my mother nor the local librarians ever said: ‘This is outside your age range, Tony. You can’t handle this.’”
9. NYT - [In All-Gender Restrooms, the Signs Reflect the Times](#)
*Even when the intention is inclusivity, the reality is complicated. Under the New York City Human Rights Law, people must be allowed to use the single-sex restroom consistent with their gender identity.
But strict plumbing codes or landmark status mean that businesses can’t just change the signage and then be in compliance. Multiple codes regulate the requirements, depending on the type of building, the year it was built and occupancy. In some cases, the code stipulates that a venue is allowed to have all-gender facilities rather than being required to do so, reflecting a shift from economic to societal considerations.*
10. EXECUTIVE DIRECTOR’S EVENT PARTICIPATION – NOVEMBER 2015
- A. Central Library / Collection Development Advisory Meeting
 - B. Directors Association Meeting
 - C. System Services Advisory Committee Meeting
 - D. PULISDO Conference Call Meeting
 - E. State Library/PULISDO Conference Call Meeting
 - F. Putnam County Library Association Dinner Meeting
 - G. Columbia County Library Directors Meeting
 - H. Visit to the Chatman Public Library



Mid-Hudson Library System

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Tom Sloan, Executive Director

- I. MHLS Board Personnel and Planning Committee Meeting
- J. Ulster County Library Directors Meeting
- K. Meeting with Optima, Delivery Services Vendor
- L. MHLS Removing Barriers Mini Conference
- M. Meeting with Hudson River Transport, Delivery Services Vendor
- N. Lunch with Assemblymember Cahill and Assembly Speaker Heastie for Community Organizations