



## **Executive Director's Report to Directors Association – April 2016**

### **1. MOVING FORWARD – ASSESSMENT OF MHLS SERVICES**

#### A. Scope & Purpose

#### B. MHLS Planning Process for 2016-2021 Library System Five-Year Plan of Service

#### C. Reviews Completed

- 1) Integrated Library System Services
- 2) Cataloging Services
- 3) Delivery Services
- 4) Interlibrary Loan Services
- 5) Cooperative Collection Development Services
- 6) Youth Services
- 7) Correctional Facilities Services
- 8) Adult Literacy Services
- 9) Coordinated Outreach Services
- 10) Professional Development and Continuing Education Services
- 11) Consulting and Development Services
- 12) Coordinated Services
- 13) Awareness and Advocacy Services
- 14) Communications Among Member Libraries
- 15) Cooperative Efforts With Other Library Systems
- 16) Construction

#### D. Compiled Reports

- 1) Compiled Financial Report
- 2) Compiled Staff Report
- 3) Compiled Value

#### E. Survey to Prioritize MHLS Services

##### 1) Schedule for the survey:

- a) MHLS Staff
  - Orientation – March 14
  - Email Invitation – March 14 following orientation
  - Surveys Due – Prior to 9 AM, Tuesday, March 22
- b) MHLS Trustees
  - Orientation – March 19
  - Email Invitation – March 19 following orientation
  - Surveys Due – Prior to 9 AM, Friday, April 15
- c) Library Directors
  - Orientation – April 5
  - Email Invitation – April following orientation
  - Surveys Due – Prior to 9 AM, Friday, April 15

##### 2) Orientation to Survey – Survey Preview Copy @

[https://www.surveymonkey.com/r/Preview/?sm=am5ClppjvVg\\_2FJef4ZF0OsCMvd5m4FSN9W6wWM0o0VDI\\_3D](https://www.surveymonkey.com/r/Preview/?sm=am5ClppjvVg_2FJef4ZF0OsCMvd5m4FSN9W6wWM0o0VDI_3D)

##### 3) Email Announcement/Invitation to Directors to Take Survey

- a) Following the April 5 DA meeting, an email invitation, in the following format will be sent to library directors via MHLS-Alerts



Dear Library Directors,

You are invited to submit a survey reporting your ranking of MHLS services.

1. Assessment reports of all MHLS Services are available at:

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

2. Prior to taking the survey, you may wish to print one of the following compiled reports and rank the services 1-16, with 1 being the most important and 16 being the least important service.

[Assessment Reports on Services - Compiled Financial Report](#)

[Assessment Reports on Services - Compiled Value of MHLS Services](#)

[Assessment Reports on Services - Compiled MHLS Staff Report](#)

3. The survey of MHLS stakeholders is available at:

<https://www.surveymonkey.com/r/NJC6LNX>

4. Please submit your survey prior to 9 AM, Friday, April 15.

5. Please contact me with any questions/comments/concerns regarding the survey.

4) The findings of the survey will be presented and reviewed by MHLS stakeholders and will inform the development of the MHLS Plan of Service 2016-2021 and the allocation of MHLS resources.



## 2. LIBRARY SERVICE TRENDS

### A. REPORT: [Items Not Checked Out in 3 Years & Weeded + Libraries with Increased Circulation](#)

1) 75% (15 of 20 libraries) of the libraries that did increase circulation for the period 2014-2015 also had a positive % for weeding items not circulating.

2) Library Journal - June 23, 2015 - The Art of Weeding | Collection Management  
*Meanwhile, freeing up physical space devoted to books that never leave the stacks makes more room to buy new materials that will circulate—and sometimes cash to do so, when weeded materials are resold. As more room is devoted to shared resources other than materials, such as Maker spaces and community meeting rooms, space for collections may be contracting altogether—and that means clearing out books that don't circulate the way they used to (and maybe a few that never did).*

## 3. [2016 MHLS BOARD APPROVED BUDGET](#)

A. Unassigned Funds = \$62,560 which represents 70% of the General Support Aid Increase of



\$89,371

- 1) System Services Advisory Committee and MHLS staff recommend to the MHLS Board how best to allocate these funds
- 2) Recommendation #1 to Board - 2016 Member Assessments Reduction
  - (a) Sierra Capital Fee - COST: 66 libraries X \$600 = \$39,600 <http://da.midhudson.org/wp-content/uploads/2015/05/Assessment-Table-Updated-Numbers-5-5-151.pdf>
  - (b) On March 19, the MHLS Board of Trustees approved the expenditure of \$39,600 from MHLS unassigned 2016 general support aid to fund the 2016 member libraries assessment for Sierra capital fees.
- 3) Recommendation #2 to Board – Routers for Member Libraries
  - (a) SSAC will review at their meeting on May 5 a revised proposal for purchasing a state-of-the-art router for each member library

#### 4. RFP FOR NETWORK SERVICES

- A. MHLS partnered with the Board of Cooperative Educational Services (BOCES) of Ulster County to invite the submission of sealed proposals from vendors which includes Internet services for MHLS member libraries
- B. Report to Directors Associations - April 5
- C. MHLS Staff Plan to Attend: RURAL BROADBAND MEETING - HOSTED BY CONGRESSMAN CHRIS GIBSON - April 8 at 9:00 AM – 11:00 AM, Columbia Greene Community College, Hudson
- D. Report to MHLS Board - May

#### 5. DELIVERY SERVICES

- A. 2016-2017 Delivery Service Options
  - 1) MHLS Delivery Services RFP for services starting July 1, 2016, was issued February 1 seeking bids for both: (1) Monday-Saturday deliveries; and (2) Monday-Friday deliveries.
  - 2) Findings of MHLS Staff and System Services Advisory Committee
    - (a) The cost of MHLS Delivery Services should not increase.
    - (b) All bids for continuing the current 6 day MHLS Delivery Service were higher than the current contracted amount.
    - (c) MHLS Delivery Services should be changed to 5 days a week.
    - (d) Based on the bids for 5 day service, ALD's Year 1 and 3-Year prices are the lowest bids.
    - (e) Recommendation: Negotiate and sign a contract for MHLS delivery services starting July 1, 2016, for 5 day a week delivery with the lowest priced qualified vendor.
  - 3) On March 19, the MHLS Board of Trustees authorized the MHLS Executive Directors to negotiation and sign a contract for delivery services starting July 1, 2016, based on the responses to the MHLS RFP.
  - 4) On March 21, a contract was signed with ALD to provide MHLS delivery services as of July 1, 2016.
  - 5) On March 22, MHLS provided notice to Hudson River Transport (HRT) that MHLS would not be renewing the HRT contract as of July 1, 2016.

#### 6. REPORT: MEMBER LIBRARY SERVICE FEES

- A. Member library service fees were extensively reviewed and discussed in detail by the Directors Association in 2015.
- B. The 2015 report on member library services fees has been updated and was reviewed by the



MHLS Board on March 19.

C. The updated report is available at:

<http://board.midhudson.org/wp-content/uploads/2016/03/Doc.-13.A-Report-on-Member-Library-Service-Fees.pdf>

7. MHLS BOARD SURVEY

A. Activities for Three (3) Service Areas Identified by Directors as “Needs Improvement”

1) Youth Services

- a) Review survey findings by county. Conduct a county based discussion with directors in each county with 10% or more respondents (Dutchess & Ulster) reporting Youth Services “Needs Improvement.”
- b) Explore if Youth Services rating is based on comparing current level of service to level of service prior to MHLS budget/service cuts.

2) III Software/Functions

- a) Review opportunities for providing directors with information regarding III proposed enhancements and encouraging membership in III IUG.
- b) Determine member staff III software training needs and provide training opportunities which include instruction by front line member staff.
- c) Identify key procedures/functions provided by III or third party vendors that would enhance services but are not currently implemented. Work with DA, SSAC, and the Resource Sharing Committee to review and recommend procedures/functions.

3) Internet Service Provider (ISP) Services

- a) Work with member libraries on reviewing vendor responses to the BOCES RFP for network services for member libraries.
- b) Assist member libraries seeking improved ISP services.

8. EXECUTIVE DIRECTOR’S EVENT PARTICIPATION – FEBRUARY/MARCH

- A. Broadband Services Conference Call with Lighttower & Eugene Knudsen, Director, Mid-Hudson Regional Information Center
- B. Directors Association Meeting
- C. System Services Advisory Committee Meeting
- D. Broadband Services Conference Call with Time-Warner & Eugene Knudsen, Director, Mid-Hudson Regional Information Center
- E. MHLS Incentives Committee Meeting
- F. Broadband Services Conference Call with PULISDO
- G. MHLS Trustee Services Committee Meeting
- H. PULISDO Meeting in Albany
- I. Advocacy Day in Albany
- J. Delivery Services Meeting with Peter Belenchia, President, ALD Services
- K. Delivery Services Meeting with Alex Ibarra, CEO/President, Hudson River Transports
- L. MHLS Board of Trustees Meeting
- M. MHLS Board Orientation for New Members Workshop
- N. Putnam County Library Directors Meeting