



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

1. **MOVING FORWARD – ASSESSMENT OF MHLS SERVICES & 2016-2021 PLAN OF SERVICE**
  - A. [Scope & Purpose](#)
  - B. [MHLS Planning Process for 2016-2021 Library System Five-Year Plan of Service](#)
  - C. [Assessment Reports for 16 Services in the MHLS Plan of Service](#)
    - 1) Complied Assessment Reports: [Financial](#); [Staff](#); [Value](#)
  - D. Survey of Stakeholders to Prioritize MHLS Services
    - 1) Findings
      - a) [Stakeholders Combined](#)
      - b) [MHLS Library Directors](#)
      - c) [MHLS Board Trustees](#)
      - d) [MHLS Staff](#)
    - 2) 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.
  - E. Schedule - Review & Approval of the 2016-2021 Plan of Service
    - 1) May 2016 - MHLS Staff Draft Plan
    - 2) June 2 - First Draft of Plan Reviewed/Discussed at Directors Association Meeting
    - 3) June 9-23 - Second Draft of Plan Reviewed/Discussed by Personnel & Planning Committee
    - 4) July 12 - Third Draft of Plan Reviewed/Discussed at Directors Association Meeting
    - 5) July 13 - Third Draft of Plan Reviewed/Discussed at MHLS Board Meeting
    - 6) August - Final Draft of Plan Reviewed & Approved by Personnel & Planning Committee
    - 7) September 7 - Final Draft Presented at Directors Association Meeting
    - 8) September 14 - Final Draft Reviewed & Approved at MHLS Board Meeting
    - 9) October 1 - Plan Submitted to State
  - F. PROPOSED: Development of MHLS Action Plan for the 2016-2021 Plan of Service
    - 1) 2016 Board Surveys of Library Directors
      - a) Focus on the actions that might be taken to support future services as represented in the 2016-2021 Plan of Service.
      - b) Each director identifies top 2-3 services they would like to discuss in a focus group.
    - 2) Conduct focus groups based on service interests with library directors regarding the future actions taken to support specific services. Invite MHLS Trustees and public library trustees to participate in the focus groups.
    - 3) Use focus group findings to influence decisions regarding the MHLS Action Plan based on the 2016-2021 Plan of Service.
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.
  - (c) A letter of explanation will be included in the next MHLS invoice for Member Assessment Fee.
- 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. MHLS staff presented at the RURAL BROADBAND MEETING - HOSTED BY CONGRESSMAN CHRIS GIBSON - April 8 at 9:00 AM – 11:00 AM, Columbia Greene Community College, Hudson
- C. Report to DA & MHLS Board – May
- D. MHLS staff will work with individual member libraries on sharing the broadband information and on how best to proceed.

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) Delivery Schedules
    - Schedule by Library:
      - [Current](#)
      - [Effective 7/1/2016](#)
    - Schedule by Day:
      - [Current](#)
      - [Effective 7/1/2016](#)

## 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. 2015 MHLS Board Survey of Library Directors

- A. Actions to Address 3 Service Areas Identified by Directors as "Needs Improvement"
  - 1) Youth Services
    - a. ~~Review survey findings by county.~~
    - b. Conduct a county based discussion with directors in Dutchess & Ulster Counties, the two counties with 10% or more respondents reporting Youth Services "Needs Improvement."
      - i. ~~Meeting with Ulster County Directors – April~~
      - ii. Meeting with Dutchess County Directors – June
    - c. Report by Merribeth on findings from meetings with Dutchess and Ulster library directors.
    - d. Determine actions to take based on findings.
  - 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 not currently implemented by MHLS.
    - i. Enhanced Services Available from III (e.g., Courtesy Notices; Spanish Language; Remote User Registration)
    - ii. Enhanced Services Available via Software/App Options (e.g., Virtual Users Registration; Calendar; Receipts Reporting Value of Items Loaned)
- 3) Internet Service Provider (ISP) 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
    - ~~i. Vendor responses reviewed by MHLS and BOCES~~
    - ii. Report to the DA & MHLS Board - May
  - b. MHLS promote improved broadband services for member libraries
    - ~~i. MHLS presentation at Rural Broadband Meeting hosted by US Congressman RURAL BROADBAND MEETING – April 8~~
    - ~~ii. Conference call with Assembly member Didi Barratt regarding broadband services for member libraries – April 18~~
  - c. MHLS staff will work with individual member libraries on sharing the broadband information and on how best to proceed.
  - d. MHLS establish and support strategic partnerships to demonstrate increase broadband services and demonstration broadband applications in selected member libraries.
8. SAVE THE DATE – FRIDAY, OCTOBER 14 – MHLS ANNUAL MEMBERSHIP MEETING
- A. 2016 Mid-Hudson Library System Annual Membership Meeting will be held on Friday, October 14, at the Henry A. Wallace Visitor and Education Center, Franklin D. Roosevelt Presidential Library and Museum, Hyde Park.
  - B. Paul Sparrow has agreed to provide the keynote presentation titled "The Future of the Past" and will deal with how technology impacts our effectiveness in preserving the past, and the challenges of preserving the present for the future.
    - 1) Mr. Sparrow is the Director of the Franklin D. Roosevelt Presidential Library and Museum. He oversees the operation of the library and museum, public programs, new exhibits and coordination with other agencies. He works with the Roosevelt Institute to support the library in its ongoing digital outreach efforts. Before moving to the FDR Library he was the Senior Vice President for Broadcasting and New Media at the Newseum, the interactive museum of news. He oversaw Newseum Productions, interactive exhibits and exhibit video production. He is a leading expert on the impact of digital media and the role of technology in cultural institutions. He is a member of the American Alliance of Museum's Media and Technology group, and a founding partner in the University of Maryland's Future of Information Alliance. He was a key member of the team that designed and built the Newseum, and was involved in fundraising, exhibit development, team building and technology infrastructure. He is a



seasoned executive leader. Sparrow came to the Newseum in 1999 from the Discovery Channel. An Emmy-Award winning television producer, he created more than 300 hours of prime-time programming, and more than a dozen documentaries and network specials. He also worked as an executive producer for The Learning Channel, Fox and public television. He began his television career at KPIX, the CBS affiliate in San Francisco.

9. EXECUTIVE DIRECTOR'S EVENT PARTICIPATION – FEBRUARY/MARCH/APRIL

- A. Broadband Services Conference Call with Lighttower & Eugene Knudsen
- B. Directors Association Meeting
- C. System Services Advisory Committee Meeting
- D. Broadband Services Conference Call with Time-Warner & Eugene Knudsen
- 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
- O. Rural Broadband Meeting Hosted with Congressman Chris Gibson
- P. Hudson Library Grand Opening
- Q. Strategic Planning for SENYLRC, Southeastern New York Library Resources Council, Conference Call
- R. PULISDO Conference Call
- S. State Library/PULISDO Conference Call
- T. Legislative Planning for NYLA Meeting
- U. Greene County Library Directors Meeting
- V. Columbia County Library Directors
- W. Broadband Services Conference Call with Eugene Knudsen
- X. MHLS Personnel & Planning Committee Meeting
- Y. State Library/DLD Conference Call on Public Library Services for Town of Union Vale Residents
- Z. Putnam County Library Directors Meeting
- AA. Central Library/Collection Development Committee Meeting