



Executive Director's Report to Directors Association – November 2016

1. 2017-2021 PLAN OF SERVICE

A. Action Plans

- (1) Process¹
- (2) Review and Discussion - Draft Action Plans for Phase I – Delivery; Integrated Library System; Cataloging; Coordinated Services (IT)

2. PROPOSED 2017 MHLS BUDGET

A. Operating Funds

- (1) Continuing Projects Recommended by the Directors Association and Funded with 2016

Unassigned Funds

- a) \$39,600 - 2017 Member Libraries Assessment @ \$600 per library for Sierra capital fees to purchase new licenses, modules, and fund migration of ILS
- b) \$ 2,700 - Library Elf for Year 2 subscription for patron notification of items ready for pickup/overdue materials via text/email
- c) \$16,000 - Aerohive Router for 22 Member Libraries/Phase II of 3 year project to improve library broadband services

- (2) Unassigned Funds @ \$49,113 (70% General Support Aid Increase of \$70,162)

- a) General Support Aid: \$1,696,848 (2017) - \$1,626,686 (2016) = \$70,162 & \$49,113 is 70%
- b) System Services Advisory Committee/Directors Association and MHLS Staff Recommend to the MHLS Board the Allocation of Unassigned Funds

- (3) MHLS Staff

a) Full Time Positions

- i. Salary Adjustments Adopted by MHLS Board for 2016 & 2017 (per CSEA Agreement)
- ii. Increased Staff Support for Delivery per MHLS Service Priorities - Existing Part Time Delivery Clerk Position & Part Time Cleaner Position to Full Time Position; Increased Staff Support for Technology Operations per Proposed Action Plan - Existing Part Time Cataloging Specialist Position to a Full Time Position as of June

b) Part Time Positions

- i. Salary Adjustments to Begin Addressing \$15 Minimum Wage

B. Reserve Funds

- (1) Reserve Fund @ \$1,883,929 (100% Funded)

- (a) MHLS Operating Reserve Fund Policy - The Reserve Fund goal will be to achieve and maintain no greater than eight (8) months (66%) of the Costs of Funding Services and Operations.

- (2) Contingency Fund @ \$168,935 (59% Funded)

- (a) The Contingency Fund goal will be to achieve and annually maintain in reserve ten (10%) of Program Funding and Operating Costs.

- (3) MHLS Capital Funds

- (a) 2017 Construction Projects - Replace AC 1st Floor & Windows for Auditorium



- (i) Estimated Cost = \$122,079 (50% from MHLS Capital & 50% Requested from State Aid for Library Construction Program)
- (ii) MHLS Capital Fund Balance = \$188,183

C. 2017 Proposed Budget - Timeline

- (1) October 17 - MHLS Finance Committee Reviews Proposed Budget
- (2) November 9 - DA Reviews Proposed Budget
- (3) November 9 - SSAC Reviews Proposed Budget
- (4) December 10 - MHLS Board Reviews Proposed Budget

3. AUTOMATION AGREEMENT

Email to MHLS Alerts - Thursday, October 20, 2016 2:52 PM

MHLS ACTION MEMO #16-06

TO: MHLS Directors
FROM: Tom Sloan Executive Director
DATE: 10/20/2016
RE: Automation Agreement

Background: As approved by the Directors Association, all member libraries are required to sign and return to MHLS an Automation Agreement. With the signing of the Automation Agreement all parties enter into an understanding for the provision of automated library services delivered through library automation software and related electronic library services selected by MHLS member libraries and MHLS, and provided by MHLS. The Agreement replaces a prior automation agreement which had provisions no longer in force including MHLS providing centralized hardware and software that operated the integrated library system.

Action:

- 1. Please print two (2) copies of the Automation Agreement. (Agreement attached to this email)
- 2. You and your board president please sign both copies. Original signatures are required on both copies.
- 3. Please return both copies, with original signatures, to the attention of the MHLS Business Office.
- 4. Upon MHLS receipt of your signed documents, MHLS original signatures will be added to the documents you have signed and one (1) original copy of the agreement will be returned to you.

Deadline: April 30, 2017

4. NOTIFICATIONS ON EVENT CANCELLATIONS

- A. [MHLS Cancellation of MHLS Sponsored/Hosted Events due to Hazardous Weather](#)
- B. DA Meeting - Revised Procedure: The Chair of the Directors Association will cancel Directors Association meetings, as per the Bylaws of the Directors Association, and will provide notice to Directors Association members regarding the cancellation of Directors Association meetings. The Chairs of Directors Association committees will cancel their committee meetings and will provide notice to their committee members regarding the cancellation of committee meetings.



5. EXECUTIVE DIRECTOR'S EVENT PARTICIPATION – OCTOBER

- A. Directors Association Meeting
- B. MHLS Facilities Committee Meeting
- C. MHLS Annual Membership Meeting
- D. Public Library System Directors Organization (PULISDO) Conference Call
- E. MHLS Finance Committee Meeting
- F. Greene County Library Directors Meeting
- G. Ulster County Library Directors Meeting
- H. Putnam County Library Association Annual Dinner
- I. Union Vale Representatives from Library Steering Committee Meeting

ⁱ Review of planning process and Action Plan form/format: September 22/System Services Advisory Committee; September 26/MHLS Personnel and Planning Committee; Directors Association/October 6.

1) Planning Process

- (a) The process would group services based on priorities/service areas:
 - (i) Phase I: Delivery; Integrated Library System; Cataloging; Coordinated (IT)
 - (ii) Phase II: Professional Development/Continuing Education; Consulting/Development; Awareness/Advocacy; Construction; Communication Among Member Libraries
 - (iii) Phase III - Cooperative Collection Development; Digital Collection Access; Interlibrary Loan; Cooperative Efforts with Other Library Systems
 - (iv) Phase IV: Coordinated Outreach; Youth Services; Adult Literacy; Early Literacy; Correctional Facilities
- (b) The process would develop, report, review, and adopt Action Plans based on a three (3) month cycle for each phase:
 - (i) First Month – MHLS Staff Develop Discussion Draft of Action Plans per Phase
 - (ii) Second Month – Focus Groups for Stakeholders (i.e., MHLS Trustees, Library Directors, MHLS Staff) Review Actions Plans per Phase
 - (iii) Third Month – Action Plans Finalized and Presented to MHLS Board & Directors Association per Phase
- (c) The process timeline would cover the period of October 2016-September 2017:
 - (i) Phase I – Oct-Dec 2016
 - (ii) Phase II – Jan-March 2017
 - (iii) Phase III – April-June 2017
 - (iv) Phase IV – July-Sept 2017
- (d) Review and Discussion: Action Plan/Phase I: Delivery; Integrated Library System; Cataloging; Coordinated (IT)
 - (i) MHLS Planning & Personnel Committee – September 26
 - (ii) Directors Association – October 6
 - (iii) Greene County Libraries Association - October 19
 - (iv) Ulster County Library Association - October 20
 - (v) Dutchess County Directors Association - Nov 16
 - (vi) Columbia County Directors Association – Nov. 18
 - (vii) Directors Association – December 2
 - (viii) Putnam County Directors Association – December 6
 - (ix) MHLS Board – December 10