



MHLS Board July Board Meeting Document 6

**Executive Director's Report to MHLS Board – July 2015**

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

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

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)
  - a) 2<sup>nd</sup> Review - Youth Services  
<http://midhudson.org/wp-content/uploads/2015/03/Moving-Forward-Youth-Services-Assessment-Summary-Revised-June-2015.pdf>
  - b) **NEW** – Correctional Facilities  
<http://midhudson.org/wp-content/uploads/2015/03/Moving-Forward-Correctional-Facilities-Services-Assessment-Summary.docx>
  - c) **NEW** – Adult Literacy  
<http://midhudson.org/topics/statistics-research/moving-forward/>

2. **RESOURCES SHARING/CIRCULATION TRENDS**

A. Updated - Circulation Trends for 2010-2014 – Document 6.2A

- 1) System wide circulation is down 9.89% from 2013-2014 and 15% from 2010-2014.

B. MHLS Support for Increasing Circulation in 2015

- 1) Continuing education workshops focused on circulation/collection issues
  - a) Sierra Create Lists Training to Increase Circulation; Web Management Report for Circulation Analysis ; Enhancement of Create Lists Through Excel; Weeding Workshop/ Effective Weeding for Increasing Circulation;
- 2) Increase Circulation Incubator Project
  - a) Developing Action Plans for Increasing Circulation – March 3
  - b) Reviewing Implementation of Action Plans for Increasing Circulation – May 11
  - c) Assessment of Action Plans for Increasing Circulation – August 24
- 3) Central Library/Collection Development Committee Workshops and Reports
  - a) Reports to Each Member Library - Materials 10 years old & no Circulation for 5 years
- 4) Recycling of Weeded Books
  - a) Identification of ReCommunity Beacon for recycling books from any MHLS member library without a fee

3. **TOWN OF UNION VALE – LIBRARY SERVICES AGREEMENT**

A. Town has not acted on a service agreement.

B. Library directors of neighboring libraries have requested the implementation of approved restrictions on not circulating non-print materials to Union Vale residents.

C. Communication to all library directors will be issued prior to implementation of new restriction.

D. Communication to Union Vale registered patrons regarding restrictions will be issued prior to implementation of new restriction.

4. MHLS 2014 Budget – Fund Balances

A. Reserve Funds as of December 31, 2014 (audited)

- 1) Final Operating Fund Balance = \$1,907,390
  - a) Operating Reserve Fund<sup>1</sup>
    - i. Authorized Target Balance (66%) = \$1,686,771
    - ii. Actual Balance = \$1,686,771
    - iii. 100% Funded
  - b) Operating Contingency Fund<sup>2</sup>
    - i. Authorized Target Balance (10%) = \$255,571
    - ii. Actual Balance = \$220,619
    - iii. 86% Funded (Fund Deficit = \$34,952)

B. Capital Funds as of December 31, 2014 (audited)

- 1) Final Capital Fund Balance = \$379,718
  - a) Member Capital Fund<sup>3</sup>
    - i. Authorized Target Balance = \$365,000
    - ii. Actual Balance = \$178,199
    - iii. 48% Funded (Fund Deficit = \$186,801)
  - b) MHLS Capital Fund
    - i. Authorized Target Balance = TBD
    - ii. Actual Balance = \$201,519
    - iii. % Funded TBD

5. SEEKING SPECIAL LEGISLATIVE PROJECT GRANTS FROM ASSEMBLYMEMBERS

A. In 2015, MHLS has received the following Special Legislative Project Grants to support Summer Reading Programs:

- 1) \$25,000 - Assemblymember Kevin Cahill - 103<sup>rd</sup> Assembly District - Libraries: Esopus, Hurley, Kingston, New Paltz, Phoenicia, Pine Hill, Plattekill, Red Hook, Rhinebeck, Rhinecliff, Rosendale, Stone Ridge, Tivoli, Ulster, West Hurley, West Shokan, Woodstock
- 2) \$10,000 - Assemblymember Didi Barrett - 106<sup>th</sup> Assembly District - Libraries: Amenia, Arlington, Claverack, Clinton, Germantown, Hudson, Hyde Park, Livingston, NEMillerton, Philmont, Pine Plains, Pleasant Valley, Staatsburg, Stanford, (Copake, Ancram – Roeliff Jansen Community Library)

B. MHLS has submitted letters of requests to Assemblymembers for Special Legislative Project Grants to support Summer Reading Programs as follows:

- 1) Assemblymember Steve Katz (R) 94th District - Libraries: Brewster, Carmel, Mahopac, Patterson, Putnam Valley
- 2) Assemblymember Sandra Galef (D) - 95th District - Libraries: Cold Spring, Garrison, Kent
- 3) Assemblymember Peter Lopez (R) 102nd District - Libraries: Athens, Cairo, Catskill, Cossackie, Greenville, Haines Falls, Hunter, Palenville, Saugerties, Windham, (Stuyvesant – Kinderhook Memorial Library)
- 4) Assemblymember Frank Skartados (D) - 104<sup>th</sup> District - Libraries: Adriaance, Beacon, Clintondale, Highland, Marlboro, Milton
- 5) Assemblymember Kieran Michael Lalor (R) - 105th District - Libraries: Beekman, Dover, East Fishkill, Fishkill, LaGrange, Millbrook, Pawling, Wappinger, Howland Public Library

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<sup>1</sup> Board Designated Operating Reserve Fund - Approved by MHLS Board of Trustees on December 6, 2014

<sup>2</sup> Board Designated Contingency Reserve Fund - Approved by MHLS Board of Trustees on December 6, 2014

<sup>3</sup> Capital Development Fund Charge Approved by the Directors Association – April 8, 2015; Approved by the MHLS Board of Trustees – May 6, 2015

6) Assemblymember Steven McLaughlin (R) - 107th District - Libraries: Canaan, Chatham, Hillsdale, Kinderhook, New Lebanon, North Chatham, Valatie

6. ELECTION OF MHLS TRUSTEES

- A. Five months prior to the Annual Membership Meeting (meeting scheduled for October 16), an announcement regarding Board positions to be filled by election at the Annual Membership Meeting will be sent to the President of each member library Board of Trustees and to Library Directors in those counties where a vacancy needs to be filled, noting the opportunity and responsibility of the library boards to submit to the chair of their county library association one or more candidates.
- B. The county library association of each county for which a trustee is to be elected shall meet for the purpose of selecting a candidate from their county to nominate at the Annual Membership Meeting. The chair of the county library association shall submit to the MHLS Executive Director the name of the county library association's nominee no later than two months (August 16) prior to the Annual Membership Meeting.
- C. Columbia, Dutchess, and Greene Counties will each have a vacant MHLS Trustee position starting in 2016. Current representatives are not eligible for re-appointment.
- D. More information at: <http://board.midhudson.org/wp-content/uploads/2013/11/ELECTION-Procedures-MHLS-Board.docx>

7. EXECUTIVE DIRECTOR'S EVENT PARTICIPATION – May & June 2015

- A. Meeting with John Bickford, Chair, Personnel & Planning Committee
- B. System Services Advisory Committee Meeting
- C. MHLS Board of Directors Meeting
- D. 18th Annual Dutchess County Public Library Trustees Dinner
- E. Meeting with John Chrastka, Executive Director for EveryLibrary
- F. Directors Association Meeting
- G. Meeting on Union Vale with Neighboring Library Directors
- H. Workshop with John Chrastka, Executive Director for EveryLibrary
- I. Columbia County Directors Association Meeting
- J. Central Library/Collection Development Advisory Committee Meeting
- K. Increase Circulation Incubator Project Workshop
- L. Conference Call with Mark Wilson, Chair Facilities Committee
- M. Meeting of the Facilities Committee
- N. Meeting with Alex Ibarra, Hudson River Transports (HRT)
- O. Ulster County Directors Association Meeting
- P. Putnam County Library Directors Meeting
- Q. Meeting with Spark Media Staff
- R. Conference Call with NY State Library on Public Library Construction Program
- S. General MHLS Staff Meeting
- T. PULISDO (Public Library System Directors) Conference Calls
- U. State Library and PULISDO Conference Calls
- V. Conference Call with NY State Library on new M/WEB Requirements for Construction Program
- W. Personnel & Planning Committee Meeting
- X. Conference Call with Jeannine Doyle, HR/Labor Relations Officer, Buffalo/Erie County PL