



Executive Director's Report to MHLS Board of Trustees – January 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) [ILS 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](#)
- D. Reviews Under Development
 - 1) **NEW** - [Awareness and Advocacy Services](#)
 - 2) Communications Among Member Libraries
 - 3) Cooperative Efforts With Other Library Systems
 - 4) Construction

2. LIBRARY SERVICE TRENDS – 2011-2014

- A. Statistics by county on key library services as reported by member libraries in their annual report to the State of NY
 - 1) Card Holders – Down in 5 Counties
 - 2) Annual Visits – Up in 2 Counties (Columbia, Greene)
 - 3) Internet Terminal Sessions – Up in 2 Counties (Green, Putnam)
 - 4) Program Attendance – Up in 4 Counties (Columbia, Dutchess, Putnam, Ulster)
 - 5) Reference Transactions – Up in 4 Counties (Columbia, Greene, Putnam, Ulster)
 - 6) Circulation – Up in 1 County (Greene)
 - 7) Website Visits – Up in 4 Counties (Columbia, Dutchess, Putnam, Ulster)
- B. County Reports
 - 1) [Columbia County Libraries Service Statistics – 2011-2014](#)
 - 2) [Dutchess County Libraries Service Statistics – 2011-2014](#)
 - 3) [Greene County Libraries Service Statistics – 2011-2014](#)
 - 4) [Putnam County Libraries Service Statistics – 2011-2014](#)
 - 5) [Ulster County Libraries Service Statistics – 2011-2014](#)

3. 2016 MHLS BOARD APPROVED BUDGET

- A. Unassigned Funds = \$62,560 which represents 70% of the General Support Aid Increase of \$89,371
 - 1) Opportunity for the Directors Association (DA) and MHLS staff to recommend to the



MHLS Board how best to allocate these funds

- 2) Proposed Timeline
 - (a) Review by DA's System Services Advisory Committee (SSAC) of specific proposals – January 29, 2016
 - (b) Review by DA of Specific Proposals – February 5, 2016
 - (c) Report to the MHLS Board – March 19, 2016

4. PUBLIC LIBRARY SERVICES FOR TOWN OF UNION VALE RESIDENTS

A. MHLS Board approved 2016 proposed agreement emailed on 12/15/15 to 2015 & 2016 Town Board Members

- 1) Agreement states the restriction on loaning non-print materials would be lifted “effective three business day after receipt by MHLS of the annual payment of \$72,000...”

5. 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. Vendor responses currently under review by MHLS and BOCES

C. MHLS staff will confer with libraries offered services by vendors

6. DELIVERY SERVICES

A. Delivery Schedule as of February 1, 2016

- 1) DA endorsed SSAC recommendation to adjust outliers, normalizing delivery stops based on volume, and to keep Saturday delivery services
- 2) MHLS and Hudson River Transport have signed an amended contract to implement the new delivery schedule as of February 1, 2016.
- 3) Schedules as of February 1 posted at: <http://midhudson.org/topics/resource-sharing/delivery/>

B. 2015 Delivery Services statistics include:

- 1) 23,700 delivery stops
- 2) 200,750 miles
- 3) 31,923 boxes
- 4) 1,436,535 items sorted

7. EXECUTIVE DIRECTOR'S EVENT PARTICIPATION – DECEMBER 2015

A. ILP Review Committee from Nassau County Library System Meeting

B. Columbia County Library Association Annual Dinner Meeting

C. Directors Association Meeting

D. MHLS Board of Trustees Meeting

E. Editorial Board Meeting - Journal of Interlibrary Loan, Document Delivery & Electronic Reserve

F. Greene County Library Association Annual Luncheon Meeting

G. Columbia County Library Directors Meeting