



Executive Director's Report to MHLS Board of Trustees – March 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) **NEW** - Communications Among Member Libraries
- 15) **NEW** - Cooperative Efforts With Other Library Systems
- 16) **NEW** - Construction

D. Complied Reports

- 1) **NEW** - Compiled Financial Report – Draft
- 2) **NEW** - Compiled Staff Report – Draft
- 3) **NEW** – Compiled Value - Draft

E. Survey to Prioritize MHLS Services

2. LIBRARY SERVICE TRENDS

A. REPORT: Circulation Trends by Library – 2010-2015

1) System-wide Circulation Down 17.89% for 2010-2015

2) 16 Libraries Increased Circulation for 2010-2015

- | | | | |
|-------------|--------------|--------------|--------------|
| ✓ Pine Hill | Top | ✓ NE | ✓ Hurley |
| ✓ Hillsdale | ✓ Saugerties | Millerton | ✓ Rhinecliff |
| ✓ Olive | ✓ Red Hook | ✓ Staatsburg | ✓ Beacon |
| ✓ Woodstock | ✓ Hudson | ✓ Catskill | |
| ✓ Mountain | ✓ Livingston | ✓ Phoenicia | |

3) 22 Libraries Increased Circulation for 2014-2015

- | | | | |
|-------------|----------------|--------------|-------------|
| ✓ Putnam | ✓ Clinton | ✓ Staatsburg | ✓ Kingston |
| Valley | ✓ Chatham | ✓ Esopus | ✓ Red Hook |
| ✓ Phoenicia | ✓ Claverack | ✓ Rosendale | ✓ Woodstock |
| ✓ Pine Hill | ✓ Mountain Top | ✓ Pawling | ✓ Hyde Park |
| ✓ Hunter | ✓ Livingston | ✓ Kinderhook | ✓ Hurley |
| ✓ Olive | ✓ West Hurley | ✓ Catskill | |



B. REPORT: Percent of Holdings Not Circulated/Borrowed in 3 Years

- 1) System-wide Percent = 10.97%

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) Recommendations
 - (a) 2016 Member Assessments Reduction - Sierra Capital Fee - COST: 66 libraries X \$600 = \$39,600
 - (b) Member Library Router Services with e-Rate Discount - COST: 66 libraries X \$600 = Purchase \$39,600 – E-rate \$25,344 = \$14,256

4. PUBLIC LIBRARY SERVICES FOR TOWN OF UNION VALE RESIDENTS

A. Library Service Restriction Removed - Town of Union Vale Residents May Borrow Non-print Library Materials

B. Announcement

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. Report to Directors Associations - April

D. Report to MHLS Board - May

6. DELIVERY SERVICES

A. 2016-2017 Delivery Service Options

- 1) MHLS Delivery Services RFP to be issued February 1 seeks bids for both: (1) Monday-Saturday deliveries; and (2) Monday-Friday deliveries.
- 2) Responses to RFP for Service Starting July 1, 2016
- 3) 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.
- 4) Recommendation
- 5) Calendar
 - a. RFP Available from MHLS – Feb 1, 2016
 - b. Deadline for RFP Submitted by Vendor to MHLS – Feb 29, 2016, 1 PM



- c. RFPs Public Opening - Feb 29, 2016, 1:30 PM
- d. System Services Advisory Committee Review & Recommendation – March 4
- e. Vendor Selected – Prior to March 19, 2016
- f. Approval of Vendor by MHLS Board of Trustees – March 19, 2016
- g. MHLS/Vendor Contract Signed – Prior to April 1, 2016
- h. Contracted Service Begins – July 1, 2016

7. EXECUTIVE DIRECTOR'S EVENT PARTICIPATION – JANUARY/FEBRUARY

- A. Dutchess County Directors Association Meeting
- B. Hunter Public Library Board of Trustees Meeting
- C. Ulster County Library Association Meeting
- D. Meeting with Eugene Knudsen, Director, Mid-Hudson Regional Information Center
- E. Meeting with Alex Ibarra, CEO/President, Hudson River Transports
- F. Broadband Services Conference Call with Lightower & Eugene Knudsen, Director, Mid-Hudson Regional Information Center
- G. Broadband Services Conference Call with Time-Warner & Eugene Knudsen, Director, Mid-Hudson Regional Information Center
- H. Broadband Services Conference Call with PULISDO
- I. MHLS Board's Trustee Services Committee Meeting