



Executive Director's Report to MHLS Board of Trustees – September 2016

1. 2017-2021 PLAN OF SERVICE

A. Backgroundⁱ - MOVING FORWARD ASSESSMENT/PLAN OF SERVICE

B. MHLS Five Year Plan of Service 2017-2021

- 1) **BOARD APPROVAL** - (1) Mission Statement/Goal Statements/Intended Results/Evaluation Methods, (2) Direct Access Plan, and (3) Central Library Plan as approved by PPLD Board
- 2) October 1 - Plan Submitted to State

2. 2016 MHLS BUDGET

A. Unassigned Funds = \$62,560 (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 - APPROVED
 - (a) Sierra Capital Fee - COST: 66 libraries X \$600 = \$39,600
<http://da.midhudson.org/wp-content/uploads/2014/01/Assessment-Table-2016-final.pdf>
- 3) Recommendation #2 to Board - Library Elf - APPROVED
 - (a) Library Elf - COST: Year 1 \$990 + \$1,500 (cardholder fee) = \$2,490
- 4) **RECOMMENDATION # 3** - Books/e-Audiobooks (OverDrive) – Recommended @ \$12,000
 - (a) Recommended by Central Library/Collection Development Committee, the System Services Advisory Committee, the Directors Association, and the MHLS Finance Committee. Considered by MHLS Board on September 14.
- 5) **RECOMMENDATION # 4** - Aerohive Router per Member Library – Recommended @ \$14,850
 - (a) Recommended by the System Services Advisory Committee, the MHLS Finance Committee, and the Directors Association. Considered by the MHLS Board on September 14.

B. NY Senate – Special Legislative Grant-in-Aid = \$427,500 – Document 6.A

3. MHLS AUTOMATION AGREEMENT WITH MEMBER LIBRARIES

A. Proposed Revised Agreement Reviewed by System Services Advisory Committee and the Directors Association – Document 6.B

4. MHLS AUDIT – OFFICE OF STATE COMPTROLLER

A. OSC Draft Findings: (1) establish procedure to verify State contract pricing when purchases are made using State contract on behalf of member libraries; and (2) include provisions for purchases below the State competitive bidding threshold.

5. 2015 MHLS Board Survey of Library Directors

A. Actions to Address Service Areas Identified by Directors as “Needs Improvement”ⁱⁱ

- (1) III Software/Functions
 - a. Syracuse based III hosting service



- (2) Enhanced Services Available via Software/App Options
 - b. Library Elf implementation
- (3) Internet Service Provider (ISP) Services
 - a. MHLS will explore with Member Libraries an Aerohive Router project to improve router services including access and management of statistics.
 - b. MHLS staff will work with individual member libraries on sharing the broadband information and on how best to proceed.
 - c. MHLS staff will establish and support strategic partnerships to demonstrate increase broadband services and demonstration broadband applications in selected member libraries.

6. 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. [Paul Sparrow](#)'s keynote presentation is 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.



7. EXECUTIVE DIRECTOR'S EVENT PARTICIPATION – JULY & AUGUST

- A. Central Library/Collection Development Advisory Committee Meeting
- B. Kinderhook Memorial Library Groundbreaking Ceremony
- C. Directors Association Meeting
- D. System Services Advisory Committee Meeting
- E. Public Library System Directors Organization (PULISDO) Conference Call
- F. State Library & PULISDO Conference Call
- G. Office of State Comptroller & MHLS Meeting - MHLS Audit
- H. MHLS Board of Trustees Meeting
- I. SENYLRC & MHLS Meeting - Empire Library Delivery/Public Library Pilot Project
- J. New York Association of Library Systems Meeting
- K. MHLS Finance Committee Meeting
- L. Putnam County Library Directors Meeting
- M. MHLS Incentives Committee Meeting
- N. A.L. Delivery Services Meeting
- O. MHLS Nominations and Elections Committee Meeting



Mid-Hudson Library System

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Tom Sloan, Executive Director

ⁱ BACKGROUND - MOVING FORWARD ASSESSMENT OF MHLS SERVICES & 2017-2021 PLAN OF SERVICE

1. [Scope & Purpose](#)
2. [MHLS Planning Process for 2017-2021 Library System Five-Year Plan of Service](#)
3. [Assessment Reports for 16 Services in the MHLS Plan of Service](#)
4. [Survey of Stakeholders to Prioritize MHLS Services](#)

ⁱⁱ ACTIONS TO ADDRESS 3 SERVICE AREAS IDENTIFIED BY DIRECTORS AS "NEEDS IMPROVEMENT"ⁱⁱ

- 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.~~
- 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
 - Courtesy Notices
 - Spanish Language Interface
 - S
- ii. Enhanced Services Available via Software/App Options
 - Library Elf
- 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~~
 - iii. ~~Report to the DA & MHLS Board – May~~
 - iv. Issue 2017 RFP for 4 year pricing of services of libraries
 - 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 Assemblymember Didi Barratt regarding broadband services for member libraries – April 18~~
 - v. ~~NY Broadband Program Presentation and Q&A Meeting at Columbia Greene Community College~~
 - vi. ~~Broadband meeting with representatives from NY Broadband Office & PSC regarding Columbia County broadband services~~
 - c. MHLS will explore with Member Libraries an Aerohive Router project to improve router services including access and management of statistics.
 - d. MHLS staff will work with individual member libraries on sharing the broadband information and on how best to proceed.
 - e. MHLS establish and support strategic partnerships to demonstrate increase broadband services and demonstration broadband applications in selected member libraries.