



## **Executive Director's Report to MHLS Board – December 2016**

### **1. 2017-2021 PLAN OF SERVICE**

#### **A. Action Plans**

- (1) Process<sup>i</sup>
- (2) Final Review and Discussion - REVISED Action Plans for Phase I – Delivery; Integrated Library System; Cataloging; Coordinated Services (IT) – [Supplemental Document 6.A.1](#)

### **2. ANNUAL REPORT DATA**

#### **A. State approved 2015 Member Library Annual Report Data posted at:**

<http://midhudson.org/topics/statistics-research/annual-report/>

#### **B. One year and five year trends by county for: CARD HOLDERS; ANNUAL VISITS; INTERNET TERMINAL SESSIONS; PROGRAM ATTENDANCE; REFERENCE TRANSACTIONS; CIRCULATION; WEBSITE VISITS**

- (1) Columbia County Libraries – [Supplemental Document 6.A.2](#)
- (2) Dutchess County Libraries – [Supplemental Document 6.A.3](#)
- (3) Greene County Libraries – [Supplemental Document 6.A.4](#)
- (4) Putnam County Libraries – [Supplemental Document 6.A.5](#)
- (5) Ulster County Libraries – [Supplemental Document 6.A.6](#)

#### **C. System Trends – All 66 Libraries**

##### **(1) CARD HOLDERS**

- (a) 1 year: -3.6%
- (b) 5 years: -12.2%

##### **(2) ANNUAL VISITS**

- (a) 1 year: -5.2%
- (b) 5 years: -2.6%

##### **(3) INTERNET TERMINAL SESSIONS**

- (a) 1 year: -0.7%
- (b) 5 years: -3.2%

##### **(4) PROGRAM ATTENDANCE**

- (a) 1 year: +0.1%
- (b) 5 years: +21.8%

##### **(5) REFERENCE TRANSACTIONS**

- (a) 1 year: -12.0%
- (b) 5 years: -14.6%

##### **(6) CIRCULATION**

- (a) 1 year: -3.0%
- (b) 5 years: -15.9%

##### **(7) WEBSITE VISITS**

- (a) 1 year: -17.9%
- (b) 5 years: +9.6%



### 3. EXECUTIVE DIRECTOR'S EVENT PARTICIPATION – OCTOBER & NOVEMBER

- 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
- J. Union Vale Library Committee Meeting
- K. OverDrive Performance Analysis Meeting
- L. NY Alliance of Library Systems Meeting
- M. Public Library System Directors Organization (PULISDO) Meeting
- N. New York Library Association Annual Conference
- O. MHLS Trustees Services Committee Meeting
- P. Central Library Meeting
- Q. Directors Association Meeting
- R. SENYLRC Meeting
- S. Dutchess County Library Directors Meeting
- T. Columbia County Library Directors Meeting
- U. Central Library/Collection Development Advisory Committee Meeting

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<sup>i</sup> 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