

Executive Director's Report to MHLS Board – March 2017

1. 2017-2021 PLAN OF SERVICE

A. Action Plans

(1) Processⁱ

(2) Action Plans

(a) Phase I: Delivery; Integrated Library System; Cataloging; Coordinated Services (IT)

(b) Phase II-2nd Draft: Professional Development/Training; Consulting/Development Services; Awareness/Advocacy; Construction; Communication Among Member Libraries

Review of 1st Draft

- Greene County Library Directors – Feb 15
- Dutchess County Library Directors – Feb 16
- Ulster County Library Directors – Feb 23
- Directors Association – March 3

Review of 2nd Draft

- System Services Advisory Committee (SSAC)– March 3
- Columbia County Library Directors – March 17
- MHLS Board - March 18
- Putnam County Library Directors – March 28

Review of 3rd Draft

- Directors Association – April 5

Review of Final Draft

- Directors Association – May 5
- MHLS Board – May 10

2. ANNUAL REPORT DATA

A. MHLS Member Libraries Program Attendance

(1) 2015-2015 - +0.1%

(2) 2011-2015 - +21.8%

3. STATE OF NEW YORK 2017 BUDGET– Rebekkah Smith Aldrich

A. Latest Budget Information

B. Report on Advocacy Efforts & Message

4. MHLS TRANSITION PLAN FOR TECHNOLOGY OPERATIONS SERVICES

A. Effective February 10: Thomas O'Connell is serving as Acting Technology Operations Manager; Nina Acosta is serving as Acting Automation Coordinator; and Courtney Wimmers is serving as Acting Cataloging Specialist II.

B. Staff position changes are due to the departure of Robert Drake, who is the new Assistant Director for Technology Operations at the Nassau Library System.

C. A national search process is underway to identify and interview candidates for the position of Technology Operations Manager.

5. EXECUTIVE DIRECTOR'S EVENT PARTICIPATION – February
- A. Public Library System Directors Organization (PULISDO) Conference Call
 - B. NY State Library/DLD & PULISDO Conference Call
 - C. Central Library/Collection Development Advisory Committee Meeting
 - D. Greene County Library Directors Meeting
 - E. Dutchess County Library Directors Meeting
 - F. Union Vale Neighboring Library Directors Meeting
 - G. Ulster County Library Association Meeting
 - H. MHLS Incentives Committee Meeting
 - I. MHLS Trustee Services Committee Meeting
 - J. Pre-Library Advocacy Day Luncheon
 - K. Public Library System Directors Organization (PULISDO) Meeting
 - L. New York Association of Library Systems (NYALS) Meeting

ⁱ Planning Process as Approved by the Directors Association and MHLS Board

- (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