

Executive Director's Report to MHLS Board – Revised - May 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: Professional Development/Training; Consulting/Development Services; Awareness/Advocacy; Construction; Communication Among Member Libraries - Review of Final Draft](#)

2. ANNUAL REPORT DATA

A. 2016 Member Library Annual Report Data – as reported by member libraries on their 2016 Annual Reports as of 3/22/17.

- **Circulation** – [Excel](#) | [PDF](#) (*Adult Fiction, Adult Non Fiction, Total Adult Book Circulation, Total Children's Book Circulation, Total Book Circulation, Adult Non-Print, Children's Non-Print, Total Non-Print Circulation, Children's Total Circulation, Grand Total Circulation, ILL Borrowed, ILL Loaned*)
- **Receipts: Total Operating Funds** – [Excel](#) | [PDF](#)

3. STATE OF NEW YORK 2017 BUDGET

A. 2017 State Aid Appropriation of \$95.6 million is same amount as 2016 State Aid Appropriation

- (1) MHLS 2017 Operating Budget based on 2016 Appropriation
- (2) No substantial 2017 Operating Budget Adjustment required at this time

B. 2017 Library Construction Program Appropriation of \$24 million is an increase of \$5 million over 2016 Appropriation

- (1) Potential to improve the % of State funding awarded to member library projects
- (2) Potential to improve the % of State funding supporting MHLS capital improvement projects

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. OVERDRIVE – MHLS E-BOOKS & E-AUDIOBOOKS COLLECTIONS/SERVICES

- A. [Report - Trends Affecting Sustainable OverDrive Services, Funding, and Operations](#) – Merribeth Advocate

6. SERVICE FEES PAID TO MHLS
 - A. [2017 Report](#)
7. 2017 MHLS BOARD OUTREACH DOCUMENTS
 - [At A Glance](#)
 - [Board to Board Visits](#)
8. EXECUTIVE DIRECTOR'S EVENT PARTICIPATION – March & April
 - A. New York Library Association (NYLA) Advocacy Day
 - B. MHLS Directors Association Meeting
 - C. System Services Advisory Committee Meeting
 - D. Columbia County Library Directors Meeting
 - E. Ulster County Library Directors Meeting
 - F. MHLS Board of Trustees Meeting
 - G. Putnam County Library Directors Meeting
 - H. MHLS Finance Committee Meeting
 - I. MHLS Directors Association Meeting
 - J. Public Library System Directors Organization (PULISDO) Conference Call
 - K. NY State Library/DLD & PULISDO Conference Call
 - L. County Funding Advocacy Group Meeting
 - M. OverDrive Advantage Plus Conference Call
 - N. Central Library/Collection Development Advisory Committee Meeting
 - O. Putnam County Library Directors Meeting
 - P. System Services Advisory Committee Meeting
 - Q. Ulster County Library Directors 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-May 2017
 - (iii) Phase III – June-Sept 2017
 - (iv) Phase IV – Oct-Dec 2017