

Executive Director's Report to MHLS Board - July 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](#)

(3) The discussion draft *Report on Action Plan Activities* has been reviewed by the Personnel & Planning Committee, will be reviewed at the Directors Association's September meeting, and will be reviewed by the MHLS Board at your December meeting.

2. MHLS TECHNOLOGY OPERATIONS MANAGER

A. Laurie Shedrick is the new MHLS Technology Operations Manager effective June 5.

B. Laurie has held the position of Business Manager since 2011 with Innovative Interfaces Inc. (III), a leading library technology solutions company serving thousands of libraries in 66 countries and offices worldwide. At III, she managed account plans for libraries throughout the northeast including MHLS, the Nassau Library System, and the Suffolk Cooperative Library System. She served as the MHLS Automation Systems Manager 2002-2011 and as the Library Director of the Town of Ulster (NY) Public Library 1994-2002. Ms. Shedrick was awarded a Master in Library Science degree from the State University of New York in Albany, and a Bachelor of Liberal Arts in History degree from the State University of New York in New Paltz.

C. MHLS thanks MHLS Technology Operations staff who have provided excellent services during the search for the new Technology Operations Manager. Thomas O'Connell served as Acting Technology Operations Manager; Nina Acosta served as Acting Automation Coordinator; and Courtney Wimmers served as Acting Cataloging Specialist II. Gerry Formby, IT Coordinator, also assumed considerable new responsibilities during the interim period.

3. MHLS E-RESOURCES

A. Members Libraries, PPLD/Central Library, and MHLS share in the cost of providing E-Resources, which includes databases, eBook/eAudio, and catalog enhancements

B. Cost Share: <http://da.midhudson.org/wp-content/uploads/2016/07/Database-Master.pdf>

4. REVISED DELIVERY STOPS SCHEDULE

A. In October 2015 the Directors Association (DA) voted to implement a delivery stop model based on volume. The model was based on 2014 data and needed to be updated. The System Services Advisory Committee reviewed a proposed update to the MHLS Delivery Services stops schedule, which is based on a 3-year average of delivery volume.

B. The DA approved on June 8 a revised delivery services stops schedule effective July 1, which is available at <http://da.midhudson.org/wpcontent/uploads/2014/01/Delivery-Services-with-3-Year-Averages-2014-2016.pdf>

5. MHLS 2017 WEEDING PROJECT

- A. The MHLS Board of Trustees endorsed and sent a letter to each member library requesting their participation in the 2017 Weeding Project. The primary purpose of the 2017 Weeding Project is to increase the circulation of library materials by implementing the best practices in collection management.
- B. PPLD, the Central Library for MHLS, reported as of June 14:

Total # libraries/collections	70
# of requested lists from libraries to PPLD	53
Libraries conducting own project and also asked for our lists	4
Libraries conducting own project and did not ask for our lists	2
Libraries not responding	11

# Lists prepared	103
# Excel lists requested	91
# Lists printed	31

Some libraries requested both printed and Excel lists

Some libraries requested multiple lists

All libraries were sent the Excel files, even if they asked only for paper

6. SAVE THE DATE – FRIDAY, OCTOBER 27 – MHLS ANNUAL MEMBERSHIP MEETING

- A. Location: Franklin D. Roosevelt Presidential Library and Museum <https://fdrlibrary.org/home>
- B. Time:
- 8:30-9:15 AM - Registration
 - 8:30-10:00 AM - Breakfast
 - 9:15-11:15 AM – Program
- C. Theme: *Libraries: Essential to an Informed Citizenry*
- D. Keynote Speaker: Paul Grondahl on “News Literacy, Fake News and the Job of an Informed Citizenry”
- http://www.albany.edu/writers-inst/webpages4/archives/grondahl_paul17.html
 - <http://www.timesunion.com/7dayarchive/article/Paul-Grondahl-bids-farewell-after-30-plus-years-10931627.php>

7. EXECUTIVE DIRECTOR’S EVENT PARTICIPATION – MAY & JUNE

- A. MHLS Directors Association Meeting
- B. Jean Ehnebuske Memorial
- C. Public Library System Directors Organization (PULISDO) Conference Call
- D. NY State Library/DLD & PULISDO Conference Call
- E. MHLS Board of Trustees Meeting
- F. PULISDO Minimum Standards Review Meeting

- G. Columbia County Library Directors Meeting
- H. Putnam County Library Directors Meeting
- I. CSEA Local 1000 AFSCME, AFL-CIO Meeting
- J. ClearOne Communications Meeting
- K. Putnam County Libraries Association Annual Meeting
- L. Facilities Committee Meeting
- M. Ronco Specialized Systems Meeting
- N. Public Library System Directors Organization (PULISDO) Conference Call
- O. NY State Library/DLD & PULISDO Conference Call
- P. MHLS Directors Association Meeting
- Q. MHLS Technology Operations Staff Appreciation Event
- R. Personnel and Planning Committee Meeting

ⁱPlanning 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