

## **Executive Director's Report to MHLS Board – September 2017**

### 1. 2017-2021 PLAN OF SERVICE

#### A. Action Plans

(1) Process<sup>i</sup>

(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](#)

(c) NEW – [Phase III: Cooperative Collection Development; Interlibrary Loan; Digital Collection Access; Cooperation Efforts With Other Library Systems](#)

(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 October meeting, and will be reviewed by the MHLS Board at your December meeting.

### 2. MHLS E-RESOURCES

A. [E-Book & E-Audio \(OverDrive\) Usage Statistics Compiled & by Library](#)

### 3. 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:

- 8:15-9:00 AM - Registration
- 8:30-10:00 AM - Breakfast Buffet
- 9:00-11:00 AM - Membership Program
- 11:30 AM -12:30 PM - Women in Politics Symposium

C. Program Theme: *Libraries: Essential to an Informed Citizenry* - 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.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>

D. Symposium - *Women in Politics: Past, Present, & Future – A Recognition of the Centennial of Women's Right to Vote in New York* – Speakers Include: Dr. Eve Waltermaurer, Assemblymember Sandra Galef, Assemblymember Didi Barrett, Dr. Sandra Opdycke



4. **AGREEMENT** by and between MHLS & CSEA Local 1000 AFSCME, AFL-CIO
  - A. “MHLS will, with CSEA participation, institute a comparative salary study between MHLS and other New York State Library Systems/related entities to be identified, using 2017 or newer salary information. Upon completion of this study and receipt of funding charts from the New York State Division of Library Development, or by November 1, 2017, limited negotiations between MHLS and CSEA will be reopened on the topic of salaries only for 2018.”
  - B. **Timeline**
    - (1) April/May 2017 - MHLS/CSEA Finalized Plans for Salary Survey
    - (2) June - MHLS/CSEA Finalized Job Description Revisions as Needed
    - (3) July/August 2017 - Salary Survey Conducted
    - (4) September 22 - Personnel & Planning Committee Reviews Salary Survey Findings & Determines Proposed Adjustments
    - (5) October 9 - CSEA & MHLS Representative Meet to Determine Agreement on 2018 Salaries
    - (6) November - MHLS Finance Committee Reviews and Recommends 2018 MHLS Budget (includes funding for 2018 salaries & benefits)
    - (7) December 9 - MHLS Board Reviews & Votes on Recommended 2018 budget and CSEA Agreement on 2018 Salaries
    - (8) January 1, 2018 - Salary Agreement Implemented
  
5. **EXECUTIVE DIRECTOR’S EVENT PARTICIPATION – JULY & AUGUST**
  - A. NY State Library/DLD & PULISDO Conference Call
  - B. MHLS Board of Trustees Meeting
  - C. Public Library Systems Directors Organization (PULISDO) Conference
  - D. Columbia County Library Directors Meeting
  - E. Putnam County Library Directors Meeting
  - F. Ulster County Library Directors Meeting
  - G. Kinderhook Memorial Library Groundbreaking Event
  - H. MHLS Incentive Committee Meeting
  - I. MHLS Finance Committee Meeting
  - J. Westchester ARC and Hendrick Hudson Free Library Green Business Certification Meeting

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<sup>i</sup> 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