



Executive Director's Report to Directors Association– October 2016

1. 2017-2021 PLAN OF SERVICE

A. Approval and Submission

- 1) On September 7, the DA recommended to the MHLS Board the approval of the Plan of Service, which includes: (1) Mission Statement/Goal Statements/Intended Results/Evaluation Methods, (2) Direct Access Plan, and (3) Central Library Plan as approved by PPLD Board. On September 14 the MHLS Board approved the proposed Plan of Service.
- 2) The Plan of Service was submitted to the State on September 26.

B. Action Plans

- 1) On September 22 the System Services Advisory Committee, and on September 26 the MHLS Personnel and Planning Committee, reviewed a proposal for the process to develop, report, review, and adopt Action Plans for the MHLS Plan of Service.
- 2) 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) The format for reporting Action Plans would include naming key new activities and listing the year(s) of each activity's implementation ([Document 1.B](#))

2. MHLS BUDGETS

- A. 2016 Unassigned Funds = \$62,560 (70% of the General Support Aid Increase of \$89,371)
- 1) \$39,600 - 2016 member libraries assessment for Sierra capital fees
 - 2) \$ 2,700 - Library Elf
 - 3) \$12,000 - eBooks/eAudiobooks (OverDrive)



- 4) \$14,850 - Aerohive Router Phase 1 (1 router for 22 member libraries)
- 5) \$69,150 – TOTAL

B. [2016 MHLS Mid-year Budget Approved by MHLS Board](#)

C. 2017 Proposed Budget - Timeline

- 1) Prior to Oct 31 - MHLS Finance Committee Reviews Proposed Budget
- 2) November 9 - DA Reviews Proposed Budget
- 3) November 9 - SSAC Reviews Proposed Budget
- 4) December 10 - MHLS Board Reviews Proposed and Adopts Budget

3. LAST CALL – FRIDAY, OCTOBER 14 – MHLS ANNUAL MEMBERSHIP MEETING

A. [Invitation and Registration Form](#)



B. Election of MHLS Trustees

- 1) Five months prior to the Annual Membership Meeting, an announcement regarding Board positions to be filled by election at the Annual Membership Meeting will be sent to the President of each member library Board of Trustees and to Library Directors in those counties where a vacancy needs to be filled, noting the opportunity and responsibility of the library boards to submit to the chair of their county library association one or more candidates.
- 2) The county library association of each county for which a trustee is to be elected shall meet for the purpose of selecting a candidate from their county to nominate at the Annual Membership Meeting. The chair of the county library association shall submit to the MHLS Executive Director the name of the county library association's nominee no later than two months prior to the Annual Membership Meeting.



- 3) County Nominees to the MHLS Board of Trustees
 - (a) Greene County
 - (i) Lisa Baker Brill
 - (ii) Mary Linda Todd
 - (b) Ulster County
 - (i) Stuart Auchincloss
 - (ii) Kenneth Goldberg
 - (c) Putnam County
 - (i) The appointment of Bob Culp, based on his nomination by the Putnam County Library Association, will be considered by the MHLS Board of Trustees at their meeting on December 10.

4. CANCELLATION OF MHLS SPONSORED/HOSTED EVENTS DUE TO WINTER STORMS
(Document 4.A)
 - A. Revised Procedure: *The Chair of the Directors Association will cancel Directors Association meetings, as per the Bylaws of the Directors Association, and will provide notice to Directors Association members regarding the cancellation of Directors Association meetings. The Chairs of Directors Association committees will cancel their committee meetings and will provide notice to their committee members regarding the cancellation of committee meetings.*

5. EXECUTIVE DIRECTOR'S EVENT PARTICIPATION – SEPTEMBER
 - A. Directors Association Meeting
 - B. A.L. Delivery Services Meeting
 - C. Office of State Comptroller Meeting
 - D. Public Library System Directors Organization (PULISDO) Conference Call
 - E. State Library & PULISDO Conference Call
 - F. MHLS Board of Trustees Meeting
 - G. Kingston Library Board of Trustees Meeting
 - H. Central Library/Collection Development Advisory Committee Meeting
 - I. System Services Advisory Committee Meeting
 - J. Literacy Coalition of the Hudson Valley Meeting
 - K. MHLS Personnel and Planning Committee Meeting
 - L. Ulster County Library Association Annual Dinner