

Executive Director’s Report to DA – 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: 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 & SSAC – March 3

Review of 2nd Draft

- 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. [National Circulation Trend 2010-2014](#)

B. MHLS Member Libraries Circulation

(1) 2014-2015: -3.0%

(2) 2011-2015: -15.9%

C. Expenditure on Library Materials 2011-2015 - Member Libraries Annual Report

	Print Materials	Electronic Materials	Other Materials (includes AV)	TOTAL EXPENDITURES
2015	\$1,831,996	\$438,169	\$349,246	\$2,619,411
2014	\$1,751,081	\$362,511	\$417,339	\$2,530,931
2013	\$1,814,978	\$332,610	\$449,725	\$2,597,313
2012	\$1,777,906	\$301,316	\$522,841	\$2,602,063
2011	\$1,751,899	\$267,427	\$533,736	\$2,553,062

(1) Expenditure on Library Materials Increased 2.6% from 2011 to 2015 with Inflation Rate of +5.4%

(2) Circulation of Library Materials Decreased 15.9% from 2011 to 2015

3. MEMORANDUM FROM MHLS TRUSTEES TO DIRECTORS AND BOARD PRESIDENTS

- A. A letter from each MHLS Board county's delegation has been mailed for the purpose of introduction and to offer to meet with public library boards based upon a board's request to a MHLS Trustee.

4. PRESENTATIONS ON LIBRARIES IN EACH COUNTY

- A. Based on the recommendation of the Trustee Services Committee, the Board has agreed to have a presentation (15-20 minutes) on the libraries in each county to "better understand the structure of and issues facing libraries in each county."

(1) Presentation Agenda

- (a) Overview of map/geography/demographics - Rebekkah
- (b) Overview of governance – Rebekkah
- (c) Overview of library statistics – Tom
- (d) Hot topics/issues – County Representative

(2) Schedule:

- (a) March 18 - Dutchess
- (b) May 10 - Columbia (Board meeting held at Hudson)
- (c) July 12 - Greene
- (d) Sept 13 - Ulster (Board meeting held at Kingston)
- (e) Dec 9 - Putnam

5. MHLS TRANSITION PLAN FOR TECHNOLOGY OPERATIONS SERVICES

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

(1) Mr. O'Connell has held the position of MHLS Automation Coordinator since 2014. From 2003-2014 he held positions with VTLS Inc. including User Interface Librarian and Lead Customer Support Librarian. He was awarded a Master of Library Science and a Bachelor of Arts in Geography from Southern Connecticut State University.

(2) Ms. Acosta has served as MHLS Cataloging Specialist II since 2015 and prior held the position of MHLS Cataloging Specialist since 2013. She was awarded a Master of Library & Information Science from San Jose State University and a Bachelor of Arts in Communication from Marist College. Ms. Wimmers has held the position of MHLS Cataloging Specialist since 2016. She was awarded a Master of Library Science from San Jose State University and a Bachelor of Arts in English Language and Literature from SUNY New Paltz.

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

C. "We wish Robert continuing success with his work supporting library system services" said Camilla von Bergen, President, MHLS Board of Trustees. "His many contributions to MHLS will be long remembered and appreciated," von Bergen stated.

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

6. EXECUTIVE DIRECTOR'S EVENT PARTICIPATION – DECEMBER & JANUARY

- A. Directors Association Meeting
- B. Event Coordinator at SUNY New Paltz Meeting
- C. MHLS General Staff Meeting
- D. Spark Media Meeting
- E. MHLS Board Meetings
- F. Business Etiquette-Phone, Email, and Text Webinar
- G. Greene County Library Directors Meeting
- H. CSEA/MHLS Management Meeting
- I. Public Library System Directors Organization (PULISDO) Conference Call
- J. State Library & PULISDO Conference Call
- K. Columbia County Library Directors Meeting
- L. Ulster County Library Directors Meeting
- M. System Services Advisory Committee Meeting

¹Planning 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