

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 25

Review of 3rd Draft

- Putnam County Library Directors – March 28
- Directors Association – April 5

Review of Final Draft

- Directors Association – May 5
- MHLS Board – May 10

2. ANNUAL REPORT DATA

A. MHLS Member Libraries Program Attendance

(1) 2015-2015 - +0.1%

(2) 2011-2015 - +21.8%

3. PROPOSED REVISION TO NY PUBLIC LIBRARY MINIMUM STANDARDS

A. The System Services Advisory Committee (SSAC) is requesting each group of county library directors to review and discuss the proposed standards.

B. The MHLS survey regarding PROPOSED REVISION to NY Public Library Minimum Standards it is now available at <https://www.surveymonkey.com/r/NYMinStandards>.

C. The deadline for submission of the MHLS survey is Monday, May 8. A meeting is scheduled for May 16 for NY public library system directors to discuss the proposed minimum standards

4. 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.

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. A national search process is underway to identify and interview candidates for the position of Technology Operations Manager.
5. RCLS DIRECTORS & STAFF
- A. [Letter from Ramapo Catskill Library Directors & Staff who attended the DA meeting on March 3](#)
6. EXECUTIVE DIRECTOR'S EVENT PARTICIPATION – FEBRUARY & MARCH
- A. Public Library System Directors Organization (PULISDO) Conference Call
 - B. NY State Library/DLD & PULISDO Conference Call
 - C. Central Library/Collection Development Advisory Committee Meeting
 - D. Greene County Library Directors Meeting
 - E. Dutchess County Library Directors Meeting
 - F. Union Vale Neighboring Library Directors Meeting
 - G. Ulster County Library Association Meeting
 - H. MHLS Incentives Committee Meeting
 - I. MHLS Trustee Services Committee Meeting
 - J. Pre-Library Advocacy Day Luncheon
 - K. Public Library System Directors Organization (PULISDO) Meeting
 - L. New York Association of Library Systems (NYALS) Meeting
 - M. New York Library Association (NYLA) Advocacy Day
 - N. MHLS Directors Association Meeting
 - O. System Services Advisory Committee Meeting
 - P. Columbia County Library Directors Meeting
 - Q. Ulster County Library Directors Meeting
 - R. MHLS Board of Trustees Meeting
 - S. Putnam County Library Directors Meeting
 - T. MHLS Finance 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-March 2017
 - (iii) Phase III – April-June 2017
 - (iv) Phase IV – July-Sept 2017