

## Executive Director's Report to DA – May 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](#)

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

### 2. ANNUAL REPORT DATA

A. 2016 Member Library Annual Report Data – as reported by member libraries on their 2016 Annual Reports as of 3/22/17.

- **Circulation** – [Excel](#) | [PDF](#) (*Adult Fiction, Adult Non Fiction, Total Adult Book Circulation , Total Children's Book Circulation, Total Book Circulation, Adult Non-Print, Children's Non-Print, Total Non-Print Circulation, Children's Total Circulation, Grand Total Circulation, ILL Borrowed, ILL Loaned*)
- **Receipts: Total Operating Funds** – [Excel](#) | [PDF](#)

### 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. Survey Results from Member Library Directors

<https://www.surveymonkey.com/results/SM-WSFDB3MG/>

D. 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. SERVICE FEES PAID TO MHLS
  - A. [2017 Report](#)
  
6. 2017 WEEDING PROJECT
  - A. [Memo from MHLS Board to Member Library Board Presidents as requested by the Central Library and Collection Development Committee.](#)
  
7. EXECUTIVE DIRECTOR'S EVENT PARTICIPATION – APRIL
  - A. MHLS Directors Association Meeting
  - B. Public Library System Directors Organization (PULISDO) Conference Call
  - C. NY State Library/DLD & PULISDO Conference Call
  - D. County Funding Advocacy Group Meeting
  - E. OverDrive Advantage Plus Conference Call
  - F. Central Library/Collection Development Advisory Committee Meeting
  - G. Putnam County Library Directors Meeting
  - H. System Services Advisory Committee Meeting
  - I. Ulster County Library Directors 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-March 2017
  - (iii) Phase III – April-June 2017
  - (iv) Phase IV – July-Sept 2017