



Executive Director's Report to Directors Association – October 2014

1) MOVING FORWARD – ASSESSMENT OF MHLS SERVICES

- a) [2ND Review of Discussion Draft - Cataloging Services Assessment](#) - Reviewed by DA & MHLS Board in September (Supplemental Document)
- b) [2ND Review of Discussion Draft - Delivery Services](#) - Reviewed by DA & MHLS Board in September (Supplemental Document)
- c) [NEW – Library Circulation Trends for 2010-2013](#) (Supplemental Document)
 - i) System wide circulation is down 5.66%. How does this downward trend impact the decisions we make about prioritizing MHLS services and allocating MHLS resources?
 - ii) Does the DA wish to commit to efforts and expend resources focused on increasing circulation?
 - (1) Continuing Education & Training
 - (a) *WebJunction Competency Index* - Collection Development and Management
http://www.webjunction.org/documents/webjunction/Competency_Index_for_the_Library_Field.html
 - (2) Best Practices
 - (a) How to Increase Your Library's Circulation
http://www.cindyorr.com/Increase_Circulation.html
 - (b) Book Displays Increase Fiction Circulation over 90%, Non-fiction Circulation 25%
<http://www.lrs.org/fast-facts-reports/book-displays-increasefiction-circulation-over-90non-fiction-circulation-25/>

2) ANNUAL MEMBERSHIP MEETING – FRIDAY, OCTOBER 24

- a) [Invitation and Registration](#) (Supplemental Document)
- b) Keynote Speaker - Dr. Joseph Luzzi will be speaking on the topic *Five Books Every Book Lover Should Read*. <http://josephluzzi.com/speaking-engagments/> Book sale/signing of his recently published memoir, *My Two Italies*. <http://www.barnesandnoble.com/c/joseph-luzzi>
- c) Election of MHLS Trustees at Annual Membership Meeting
 - (1) From COLUMBIA COUNTY for a 5-year term, Mark Wilson has been nominated by the Columbia County Library Association.

(2) From DUTCHESS COUNTY for a 5-year term, Richard Swierat has been nominated by the Dutchess County Library Association.

(3) From GREENE COUNTY for a 5-year term, Dean Lavin has been nominated by the Greene County Library Association.

3) COMPARITIVE SALARY SURVEY

a) AGREEMENT By and between the MID-HUDSON LIBRARY SYSTEM and CSEA Local 1000 AFSCME, AFL-CIO is to institute a comparative salary study between MHLS and other comparable employers.

b) Remaining Timeline:

i) October - Personnel & Planning Committee considers findings and develops a recommendation(s) to the Board

ii) October 24 Board meeting - Board executive session to review recommendation(s) of Personnel & Planning Committee and to determine Board's plan of action

iii) November - Limited negotiations between MHLS and CSEA on salary compensation only

iv) December 6 Board Meeting - Board executive session to review and decide on any proposed CSEA Agreement change(s) regarding salary compensation

v) Jan. 1, 2015 - Any staff salary adjustments granted by the Board go into effect

4) MHLS BOARD OF TRUSTEE

a) The MHLS Board met on September 17 in the Community Room of the Mahopac Public Library. Actions included:

i) reviewed and accepted the proposed 2015 budget summary format, for reporting line item budget adjustments;

ii) approved the expenditure of System Capital Funds for repair and painting of exterior MHLS Office Building, and the wall on Market Street; and re-landscaping areas around Office Building;

iii) authenticated the System's Construction Grant Application for 2014-2015;

iv) approved the Incentive's Committee's recommendations for 2014-2015 member library Construction Grant awards;

v) were presented the proposed 2015 Slate of Officers, for approval at the December meeting;

vi) reviewed the formats of the 2014 Annual Member Survey to Library Directors and Board Presidents, and early responses from Directors;

vii) authorized the Executive Director to hire the C.P.A. firm of Sedore & Company, CPA's, P.C., to provide the System's review/auditing services for the years ending December 31, 2014 and 2015;

viii) approved the following dates for its 2015 meetings: Saturday, January 24, (snow date, Tuesday, January 27) ; Saturday, March 21, (snow date, Tuesday, March 24); Wednesday, May 6; Wednesday, July 8; Wednesday, September 16; Saturday, December 5 (snow date, Tuesday, December 15). The Annual Membership Meeting is tentatively scheduled for Friday, October 16 (l/t/b/a). Location for the May and September meetings, to be held at member libraries, will be confirmed at a later date;

ix) approved the Family and Adult Library Literacy Services Grant reports;

x) went into Executive Session to review the results of the Executive Director's evaluation;

xi) were presented a Power Point "tour" of the 8 Putnam County Libraries, by Carol Donick, Director of the Kent Public Library.

5) EXECUTIVE DIRECTOR'S EVENT PARTICIPATION - Since September 10

a) Beekman, Dover Plains, LaGrange, and Millbrook Library Directors Meeting

b) Jeremy Johannesen, Executive Director of NYLA, Conference Call

c) Central Library/Collection Development Committee Meeting

d) MHLS Board of Trustees Meeting

e) Putnam County Library Directors Meeting

f) PULISDO--Public Library Systems Directors Organization Conference Call

g) State Library/Public Library System Directors Conference Call

h) Ulster County Library Association Annual Dinner

i) MHLS Board's Bylaws, Policy and Procedures Committee Meeting

"When you are growing up there are two institutional places that affect you most powerfully: the church, which belongs to God, and the public library, which belongs to you." –Keith Richards