



## **Executive Director's Report to Directors Association – November 2014**

### 1) **MOVING FORWARD – ASSESSMENT OF MHLS SERVICES**

#### a) Resource Sharing

##### i) Assessments Completed

(1) Integrated Library System

(2) Cataloging Services

(3) Delivery Services

##### ii) Assessment Underway

(1) Cooperative Collection Development

#### b) What information supports setting priorities for MHLS services?

##### i) [Circulation Trends for 2010-2013 by Library](#) (Supplemental Document 1)

(1) System wide circulation is down 5.66%.

(2) MHLS developing a 2015 series of continuing education classes on collections/circulation

(3) Best Practices

(a) How to Increase Your Library's Circulation [http://www.cindyorr.com/Increase\\_Circulation.html](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/>

##### ii) [Items in Collections-Holdings Not Circulated-Borrowed in 3 Years by Library](#) (Supplemental Document 2)

(1) System wide 593,586 items 12.8% of collections not circulated-borrowed in 3 years

##### iii) [Number of Items Loaned Compared to Number of Items Borrowed by Library](#) (Supplemental Document 3)

(1) System wide 36 libraries are net lenders and 30 libraries are net borrowers

### 2) **MHLS 2015 DISCUSSION DRAFT BUDGET** (Supplemental Document 4)

#### a) Comments/questions to Tom S prior to noon, Monday, November 17.

- b) The Discussion Draft 2015 MHLS Budget does not include a number of potential activities/projects including: (1) adjustments in staff salaries due to the salary study; (2) a new computer server to support Teleform services; (3) improved bandwidth and audiovisual services in the MHLS Auditorium to support meetings and continuing education services; and (4) prepayment for *TumbleBooks*.
- c) The Board's Finance Committee will conduct a comprehensive review of the proposed 2015 MHLS Budget at the Committee's meeting in mid/late November and provide a recommendation to the MHLS Board at the Board's meeting on December 6. The Committee will also review proposed: (1) Board Designated Operating Reserve Fund Policy; and (2) Board Designated Operating Contingency Fund Policy.

### 3) ANNUAL MEMBERSHIP MEETING

- a) Attendance
  - i) 45% of member libraries were represented at the 2014 Annual Membership Meeting
    - (1) Columbia 27%
    - (2) Dutchess 59%
    - (3) Greene 36%
    - (4) Putnam 50%
    - (5) Ulster 41%
- b) DA Review/Discussion
  - i) What worked well?
  - ii) What can be improved?

### 4) 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) Timeline:
  - i) October 24 MHLS Board Meeting - Board executive session reviewed recommendation(s) of Personnel & Planning Committee and approved a position to discuss with CSEA
  - ii) November 10 Meeting of MHLS and CSEA – Negotiations on salary adjustments based on salary survey
  - iii) December 6 Board Meeting - Board executive session to review and decide on any proposed CSEA Agreement change(s) regarding salary compensation

iv) Jan. 1, 2015 - Any staff salary adjustments granted by the Board in effect

5) MHLS BOARD OF TRUSTEES

a) The MHLS Board met on Friday, October 24. Action included:

- i) Authorized the appropriation of an additional \$24,482 of System funds for asbestos abatement in office building window replacement project;
- ii) Approved submission of Variance Requests from the Hudson Area Association, Patterson Library and Reed Memorial Libraries;
- iii) Approved a revised Conflict of Interest Policy, in compliance with the State of New York's Not-for-profit Revitalization Act of 2013;
- iv) Agreed to change the title of its "Rules & Procedures" document to "Board Policies, Rules & Procedures", and eliminate language duplicated in its Bylaws, or no longer viable;
- v) Conducted an Executive Session to discuss employment matters including negotiations with CSEA; and
- vi) Approved the adoption of the salary adjustment method and amounts for full-time and part-time positions.

b) The next regular Board meeting is scheduled for Saturday, December 6 at 10:00 a.m. in the MHLS Auditorium.

6) EXECUTIVE DIRECTOR'S EVENT PARTICIPATION - Since October 7

- a) Putnam County Library Directors Meeting
- b) PULISDO, Public Library Systems Directors Organization Conference Call
- c) State Library/PULISDO Conference Call
- d) Clinton Community Library Board of Trustees Meetings
- e) Town of Clinton Budget Meeting
- f) MHLS Board Personnel & Planning Committee Meeting
- g) Kingston Library Summer Reading Recognition Event with Assemblymember Kevin Cahill
- h) Barbara Petruzzelli, SENYLRC Board President, and Tessa Killian, SENYLRC Interim Executive Director Meeting
- i) MHLS 55<sup>th</sup> Annual Membership Meeting
- j) MHLS Board of Trustees Meeting
- k) INN-Reach, Innovative Interfaces' Resource Sharing Product Demonstration at SENYLRC
- l) New York Library Association 2014 Annual Conference

m) New York Alliance of Library Systems Meeting

n) PULISDO, Public Library System Directors Organization Meeting