Executive Director’s Report to Director’s Association – December 2014

1. MOVING FORWARD – ASSESSMENT OF MHLS SERVICES

a. Resource Sharing

i) Assessment of Resource Sharing Services – Element 1 in MHLS Plan of Services

(1) Integrated Library System - Completed
(2) Cataloging Services - Completed
(3) Delivery Services - Completed
(4) **NEW** - Cooperative Collection Development Services - (Supplemental Document 1)
(5) NEXT - Interlibrary Loan Services

b. What information supports setting priorities for MHLS services?

i) Circulation Trends

(1) [Circulation Trends for 2010-2013 by Library](Supplemental Document 2)
   (a) System wide circulation is down 5.66%.

(2) [Items in Collections-Holdings Not Circulated-Borrowed in 3 Years by Library](Supplemental Document 3)
   (a) System wide 593,586 items 12.8% of collections not circulated-borrowed in 3 years

(3) [Number of Items Loaned Compared to Number of Items Borrowed by Library](Supplemental Document 4)
   (a) System wide 36 libraries are net lenders and 30 libraries are net borrowers

(4) NEXT Reports: (1) Circulation plus/minus net leading/borrowing; (2) Holdings minus “books no hold” items

ii) Proposed Actions for 2015

(1) Quarterly continuing education workshops focused on circulation/collection issues

(2) Pilot project with a small group of libraries to identify and implement library practices, policies, and procedures which increase circulation

(3) Central Library/Collection Development Committee continuing education workshops and reports on collections
2. **MHLS 2015 PROPOSED BUDGET – Final Draft** (Supplemental Document 5)
   a) Proposed budget does not include a number of potential activities/projects including: (1) a new computer server to support Teleform services; (2) III harvesting image services; (3) SkyRiver catalog records services; (4) III text notification services; (5) integrated calendaring system; and (6) improved bandwidth and audiovisual services in the MHLS Auditorium to support meetings and continuing education services.
   b) The MHLS Finance Committee and the Board will conduct comprehensive reviews of the proposed budget, plus consider two new fiscal policies: (1) Board Designated Operating Reserve Fund Policy; and (2) Board Designated Operating Contingency Fund Policy.

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. Findings
      i) Salaries for all 12 MHLS full time positions are below the salaries for similar positions in comparable NY library systems. Hourly wages for 6 of 10 MHLS part time positions are below hourly wages for similar positions at PPLD.
      ii) MHLS total salary shortfall is $186,700.
   c. Remaining Timeline:
      i) November - CSEA members consider MHLS offer for a percentage increase to salaries.
      ii) December 6 Board Meeting - Board reviews CSEA decision.
      iii) Jan. 1, 2015 - Any staff salary adjustments granted by the Board go into effect

4. **EXECUTIVE DIRECTOR’S EVENT PARTICIPATION - Since November 12**
   a. Ulster County Library Directors Meeting
   b. Telecommuting Employee Regulatory Requirements Webinar
   c. Making your Collection Count: Essential Elements of Collection Development Workshop
   d. Central Library and Collection Development Advisory Committee Meeting
   e. Putnam County Library Association Meeting
   f. Finance Committee Meeting