



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 indentify 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