

**MHLS Directors Association
Meeting of Friday, December 1, 2017**

AGENDA ATTACHMENT

Action Item #2: Proposed DA Meeting Dates 2018

- **Background:** At the end of each year the MHLS Directors Association meeting dates are set in advance for planning purposes.
- **Issue:** At the October DA meeting a Table Talk discussion was conducted regarding the 2018 Meeting Calendar. The discussion results were reviewed at the 11/2 System Services Advisory Committee (SSAC) meeting for a recommendation to the DA in December.
- **Recommendation:** The SSAC recommends the adoption of the DA meeting dates (to be distributed at the DA meeting).
- **Status:** Discussed at 11/2/17 SSAC meeting; Action Item at 12/1/17 DA meeting.

Action Item #3: OverDrive Funding Model 2018

- **Background:** The Central Library / Collection Development (CL/CD) Advisory Committee noted that in 2017 there has been a large change in member library OverDrive purchasing. Now, with the start of the Advantage account availability, 50% of libraries have spent more in 2017 from their individual funds than the 2017 E-Resources Cost Share assessed them (see attached chart).
- **Issue:** In order to encourage this individual spending, not penalize libraries that are putting more into the collection, and to support the libraries who are still transitioning to their own OverDrive purchasing, it is proposed that MHLS will send an Action Memo to each library, providing them with an option. For 2018 they can either agree to purchase at a level at or above the amount agreed to for their library in the [2018 E-Resources cost-share chart](#) OR they will be invoiced in the 1st quarter of 2018 for their assigned amount from the [2018 E-Resources cost-share chart](#).
- **Recommendation:** The MHLS CL/CD Advisory Committee recommends that this new OverDrive Funding Model be approved.

- **Status:** Discussed at 11/2/17 System Services Advisory Committee meeting – referred to CL/DA Advisory Committee; Discussed at 11/16/17 CL/CD Advisory Committee; Action Item at 12/1/17 DA meeting.

Action Item #4: Revision of MHLS OverDrive Collection Development Guidelines

- **Background:** If the OverDrive 2018 proposal is accepted, this different funding model will need a new description of the purchasing guidelines MHLS will use for the shared funds.
- **Issue:** The committee recommends that the current MHLS [OverDrive Collection Development Guidelines](#) regarding the Shared Collection Developed with MHLS E-Resources Cost-Share Funds for OverDrive, be revised in section 1C as follows:
 - ~~MHLS staff will purchase new-fiction titles~~ **in popularity order** from the ~~OverDrive-generated weekly~~ NY Times Bestsellers list **as far as down the list as the monthly cost-share funds reach.**
 - ~~Additional copies of titles will be purchased based on the System holds ratio.~~
 - ~~2017 cost share funds support a hold ratio not to exceed 17:1.~~
 - ~~Titles/copies will be purchased weekly~~ **monthly.**
 - Cost-share funds will be allocated proportionally to purchase materials throughout the entire year.
- **Recommendation:** The MHLS CL/CD Advisory Committee recommends that the MHLS OverDrive Collection Development Guidelines be updated with this new language.
- **Status:** Discussed at 11/16/17 CL/CD Advisory Committee meeting; Action Item at 12/1/17 DA meeting.

Action Item #5: TumbleBook Renewal

- **Background:** TumbleBook Library K-4 Deluxe is purchased as a group-buy among all MHLS member libraries. Because of this we are able to get a discounted price per library of \$143.96 (the regular list price is \$799 per year per library). In 12-months of use (Sep 2016 – Aug 2017) there were over 12,000 book views through this database.
- **Issue:** The current subscription is ending and renewal is needed.
- **Recommendation:** The MHLS CL/CD Advisory Committee recommends this 1-year renewal of TumbleBooks

- **Status:** Discussed at 11/16/17 CL/CD Advisory Committee meeting; Action Item at 12/1/17 DA meeting.

Action Item #6: Enabling Renewal of Items with Copies Available

- **Background:** Renew Title Holds: Patrons unable to renew books with title holds.
- **Issue:** Currently the ILS does not allow renewals on items that have title holds, even if the number of available items exceeds the number of holds.
- **Recommendation:** The Resource Sharing (RS) Advisory Committee recommends to have MHLS turn on feature that allows renewals on items when the number of available copies in the system exceeds the number of holds.
- **Status:** Discussed at 11/14/17 RS Advisory Committee meeting; Action Item at 12/1/17 DA meeting.

Action Item #7: MHLS Resource Sharing Standards Update: Non-Resident Information

- **Background:** Non Resident cardholders can put an unfair burden on some libraries.
- **Issue:** Non Resident Registration Resource Sharing Standards need clarification and updating. A Resource Sharing Advisory Ad Hoc Sub-Committee met and drafted [revised standards](#).
- **Recommendation:** The RS Advisory Committee recommends adding the revised standards created by the Ad Hoc Sub-Committee to the MHLS Resource Sharing Standards in the Section **Patron Records/1 Patron Registration/C. Identifying proof of Residence/** Second Bullet shall read as follows:

Current: "The issuing library shall designate themselves as the home library when creating patron records for individuals who do not reside within the Mid-Hudson Library System's service area. ~Approved by the Director's Association 3/4/2016"

New "The issuing library shall designate themselves as the home library when creating patron records for individuals who do not reside within the Mid-Hudson Library System's service area. The issuing library will include a Message field in the patron record that includes the date and a statement of the amount paid for the non resident membership and the library location collected. Example: Issued 12/12/2017, Non Resident membership fee of \$25 collected at KHK"

- **Status:** Discussed at 11/14/17 Resource Sharing (RS) Advisory Committee meeting; Action Item at 12/1/17 DA meeting.

Action Item #8: MHLS Resource Sharing Standards Update: Data Entry regarding items that must be returned only to your library

- **Background:** Items that are marked as needing to be returned to the owning library, like Kindles and Rokus have been returned to other libraries and checked in.
- **Issue:** Specialty items not returned to the owning library are at risk of getting lost or damaged.
- **Recommendation:** Add to the Resource Sharing Standards as a new entry in the Data Entry Section:

Items that must be returned to the owning library must have labeling indicating this to the patron and the item record "Message Field" should include the following statement. "This item must be checked in at the [Library Name] only!"

- **Status:** Discussed at 11/14/17 RS Advisory Committee meeting; Action Item at 12/1/17 DA meeting.

Action Item #9: MHLS Resource Sharing Standards Update: Communications about items that are not in perfect condition but are still circ-able

- **Background:** Items that are damaged but still acceptable to circulate often contain random post-it notes.
- **Issue:** The post-it notes are messy, confusing to patrons, and often become detached resulting in the last patron being blamed for the damage.
- **Recommendation:** Items with a small amount of damage but still acceptable for circulation should contain a pop-up message noting the damage. The message must include library, staff initials and date.
- **Status:** Discussed at 11/14/17 RS Advisory Committee meeting; Action Item at 12/1/17 DA meeting.