

**MHLS Directors Association
Business Meeting of Wednesday, June 6, 2018**

AGENDA ATTACHMENT

Action Item #2: 2019 Tentative Member Assessment Table

- **Background:** Annually a Tentative Member Assessment Table is provided to library directors for budgeting purposes.
- **Issue:** The System Services Advisory Committee met on 5/23/18 to review, discuss and recommend the 2019 Tentative Member Assessment Table.
- **Recommendation:** The SSAC recommends approving the 2019 Tentative Member Assessment Table available at <http://da.midhudson.org/wp-content/uploads/2018/05/2019-Assessment-Table-DRAFT.pdf> .
- **Status:** Discussed at 5/23/18 SSAC meeting; Action Item at 6/6/18 DA meeting.

Action Item #3: Revised Delivery Stop Schedule

- **Background:** In October 2015 the DA voted to implement a delivery stop model based on volume.
- **Issue:** Annually the System Services Advisory Committee meets to review any proposed updates to the MHLS Delivery Services stops schedule, which is based on a 3-year average of delivery volume.
- **Recommendation:** The SSAC recommends to the DA the implementation of the proposed revised Delivery Services stops schedule as of July 1, 2018 available at <http://da.midhudson.org/wp-content/uploads/2014/01/Revised-Delivery-Services-Stops.xlsx>
- **Status:** Discussed at 5/23/18 SSAC meeting; Action Item at 6/6/18 DA meeting.

Action Item #4: 2019 Estimate of E-Resources: Digital Content, Databases, Catalog Enhancements Cost Shares

- **Background:** Annually an Estimate of E-Resources is provided to library directors for budgeting purposes. The Central Library/Collection Development Advisory Committee reviews the usage of system-wide collectively purchased databases to insure they are

cost effective and being used enough to be worthy of renewal. The committee also reviews the Central Library Development Aid (CLDA)/Central Book Aid (CBA) Program Budget that cost-share the price of E-resources with the member libraries.

- **Issue:** Each year the Directors Association votes to approve the 'Estimate of E-Resources: Digital Content, Databases, Catalog Enhancements Cost Shares' for the coming year. This is intended to be the worst-case scenario for member library budgeting purposes, so each library knows the maximum they will pay in 2019 for cost-shared E-resources.
 - A reminder that as of 2019 there are no dollars listed for member library contributions to an OverDrive shared collection developed with E-resource cost-share funds, as each library has committed to purchasing their own OverDrive content.
- **Recommendation:** The CL/CD Advisory Committee recommends approving the '2019 Estimate of E-Resources: Digital Content, Databases, Catalog Enhancements Cost Shares' available at <http://da.midhudson.org/wp-content/uploads/2018/05/2019-E-resources-Billing-Chart.pdf>
- **Status:** Discussed at 3/16/18 & 5/15/18 CL/CD Advisory Committee meeting; Action Item at 6/6/18 DA meeting.

Action Item #5: Universal Password for Knowledgebase

- **Background:** Knowledge Base (The Sierra Users Guide and Quick Links to circulation data) is not easily accessed by library staff due to cumbersome logins and passwords. KB needs to be password protected since it contains some proprietary information from vendors.
- **Issue:** If staff does not have easy access to this guide it makes it more difficult find answers for following proper procedure
- **Recommendation:** The Resource Sharing Advisory Committee recommends that MHLS create one universal KB login and password for all libraries in the system, and change the login yearly.
- **Status:** Discussed at 4/16/18 RS Advisory Committee meeting; Action Item at 6/6/18 DA meeting.