

# **MHLS Directors Association**

## **Business Meeting of Tuesday, April 9, 2019**

### **Action Item #2: Delivery Service Financial Plan Recommendation**

**Background:** The service contract with the MHLS delivery vendor ends on June 30, 2019. A Request for Proposal (RFP) process was undertaken in January – February 2019. Six proposals were received.

**Issue:** The proposal from the lowest qualified bidder is considerably higher than our current contract and despite cost-cutting measures at MHLS (including the elimination of a full-time administrative position and renegotiation of several contracts) still far above the budgeted amount for delivery service in the MHLS budget.

**Recommendation:** The System Services Advisory Committee (SSAC) and the Central Library / Collection Development Advisory Committee (CL/CD) have reviewed the situation and the options. The committees' recommendation is that we reach the higher cost through a three-year financial plan that would utilize funds from the MHLS Budget, Central Library Development Aid (CLDA) and a modest increase to the Members Assessment in 2020.

**Status:** Discussed at 3.6.19 SSAC meeting; Discussed at 3.20.19 CL/CD meeting; Action item at 4.9.19 DA meeting

### **Action Item #3: Formation of a Delivery Service Financial Plan Task Force**

**Background:** See Action Item #2.

**Issue:** The recommendation of the SSAC & CL/CD is that a three-year financial plan to fully fund a new delivery service contract will necessitate MHLS operating aid, Central Library Development Aid (CLDA) as well as a modest increase to the Members Assessment for the first time in eight years.

**Recommendation:** Given that the CLDA funds are overseen by one committee and proposals for the Member Assessment are overseen by another it is recommended that a task force be formed to include representation from both committees and MHLS staff to develop a financial plan to present to the DA in June.

**Status:** Discussed at 3.6.19 SSAC meeting; Discussed at 3.20.19 CL/CD meeting; Action item at 4.9.19 DA meeting

### **Action Item #4: Reinstating Holds**

**Background:** A feature recently became available in Sierra making it easy to reinstate cancelled holds, preserving the patron's original place in the queue, or adding the patron to the end of the queue.

**Issue:** Clarification was requested to emphasize that this feature is intended to reinstate holds to their original place in the queue only for holds that have been cancelled in error.

**Recommendation:** It is recommended that the Resource Sharing Standards be edits to clarify that holds cancelled in error may be reinstated to the original placed date and holds cleared from the hold shelf shall be reinstated to the end of the queue.

**Status:** Discussed at 3.13.2019 Resource Sharing Advisory Committee. Action Item for 4.9.2019 DA meeting

### **Action Item #5: Auto Renewal Notice Timing**

**Background:** Auto Renewal of items eligible for renewal is now available. The number of days prior to the due date at which the item will be auto renewed and the courtesy notice sent out has to be determined.

**Issue:** Determining the optimal number of days which will best serve all patrons.

**Recommendation:** The Resource Sharing Committee recommends that auto renewal notices be sent out at 7 am 2 days before the item is due.

**Status:** Discussed at 11.15.2019 and 2.20.2019 DA meeting. Discussed at 3.13.2019 Resource Sharing Advisory Committee. Action Item for 4.9.2019 DA meeting

### **Action Item #6: Index Searching in Check Out**

**Background:** Currently in the Check Out screen the search button has to be hit and a new window opened to get to the dropdown menu. It would be more efficient to have the dropdown available in the selection menu (as it is in the Search Holds function for example).

**Issue:** Staff do not have simple access to index searching. Adding the dropdown to the selection menu would streamline its use.

**Recommendation:** The Resource Sharing Advisory Committee recommends a drop down box be added to the left of selection menu in the Check Out function for ease of use.

**Status:** Discussed at 3.13.2019 Resource Sharing Advisory Committee. Action Item for 4.9.2019 DA meeting