

MHLS Directors Association

Business Meeting of Wednesday, June 9, 2021

Action Item #2: 2022 Member Assessment Table

Background: Annually a Tentative Member Assessment Table is provided to library directors for budgeting purposes.

Issue: The System Services Advisory Committee (SSCA) met on May 19th, 2021 to review, discuss and recommend the 2022 Tentative Member Assessment Table. As per the committee's discussion, the 2020 circulation and holds data was not used to calculate the 2022 assessment due to the impact of the pandemic. As noted in previous years, the Encore and hosting fees will increase 2% each year going forward as per the III contract. The Committee agreed to continue the 1% overall increase pattern established in the past two years.

Recommendation: The SSAC recommends approving the [2022 Member Assessment Table](#)

Status: Discussed at 1.13.2021 and 5.19.2021 SSAC meetings. Action Item at June 9, 2021 DA Meeting

Effective Date: January 1, 2022

Action item #3: 2022 Estimate of E-Resources Cost Shares

Background: Annually an estimate of e-resources is provided to library directors for local budgeting purposes. The Central Library/Collection Development Advisory Committee (CL/CD) reviews usage of system-wide collectively purchased databases to insure they are cost effective and being used enough to be worthy of renewal as contracts come to an end. The Committee also provides oversight of the Central Library Development Aid (CLDA)/Central Book Aid (CBA) Program Budget that provides underwriting and, sometimes, cost-share funds matched with member library funds to pay for systemwide e-resources.

Issue: Annually, the DA votes to approve the "Estimate of E-Resources: Digital Content, Databases, Catalog Enhancement 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 2022 for their share of systemwide e-resources. For 2022, program has evolved to be almost completely covered by the [Central Library Development Aid/Central Book Aid](#). For 2022 this program will cover the full cost of the OverDrive Platform, eMagazines, Mango Languages, JobNow, and Universal Class. This program also contributes to non-fiction OverDrive content, support for cataloging, and various aspects of the new III Contract to help produce the discovery platform (Encore/Vega)/Success Bundle. At this time, there is only one product that is not underwritten by CLDA/CBA funds due to the state regulations tied to this program – TumbleBooks.

Recommendation: The CL/CD Advisory Committee recommends moving forward with just one item that requires a cost share which is [TumbleBooks](#). This will cost each library \$143.94 in 2022. This price is flat from previous years, no increase.

Status: Discussed at the 5.26.2021 CL/CD meeting; Action Item at 6.9.2021 DA meeting.

Action Item #4: 2022-2026 Plan of Service Documents

Background: Every five years, the Mid-Hudson Library System (MHLS) is required to file a Five-Year Plan of Service with the New York State Division of Library Development. This plan has three component pieces:

- a. System (MHLS) Plan of Service – This plan contains the goal statements, intended results and evaluation methods for System (MHLS) services. This plan provides macro goal statements that inform the more detailed draft [Action Plan](#) that staff develop in conjunction with the DA and the MHLS Board of Trustees. The plan was drafted after MHLS staff conducted eight focus groups with member library directors in the first quarter of 2021 called “Community Conversations,” which resulted in the [Themes Report](#) provided at the April 2021 DA meeting. This plan was reviewed by the System Services Advisory Committee along with the adjacent Action Plan and recommended for endorsement by the MHLS Directors Association (DA).
- b. Central Library Program Plan of Service – This plan describes the services funded by two state aid programs: the Central Library Development Aid (CLDA) and Central Book Aid (CBA) programs. This plan was developed over the course of three meetings with the Central Library / Collection Development (CL/CD) Advisory Committee of the DA, the committee tasked with oversight of these aid programs.
- c. Direct Access Plan – This plan is a state approved agreement between MHLS and the State Education Department’s Division of Library Development and is required by Commissioner’s Regulations 90.3 (a) through (d)(4). The plan provides the process for a member library to identify and place restrictions on excessive and unfair use of resources that have a negative impact on services a member library provides their resident borrowers. The draft was developed with the help of an ad hoc committee whose members included: Mary De Bellis, Director, La Grange Library (and SSAC member); AnnaLee Dragon, Director, Kinderhook Memorial Library (and SSAC member); Tom Lawrence, Executive Director, Poughkeepsie Public Library District (and SSAC member); Courtney Tsahalis, Director, Millbrook Library; MHLS Staff: Rebekkah Smith Aldrich, Casey Conlin, Laurie Shedrick. This plan was reviewed by the System Services Advisory Committee and recommended for endorsement by the DA.

Issue: The MHLS Board of Trustees has ultimate authority over the approval of these plans and is seeking the endorsement of the MHLS Directors Association for the draft plans.

Recommendation:

- a. The SSAC reviewed the [draft MHLS Plan of Service](#) at their 5.19.2021 meeting and recommends it for endorsement at the June 9, 2021 DA meeting

- b. The CL/CD Advisory Committee reviewed the [draft Central Library Program Plan of Service](#) at their 5.26.2021 meeting and recommends it for endorsement at the June 9, 2021 DA meeting.
- c. The SSAC reviewed the [draft MHLS Direct Access Plan](#) at their 5.19.2021 meeting and recommends it for endorsement at the June 9, 2021 DA meeting.

Status: Discussed at the 2.18.2021 and 4.16.2021 DA; Discussed at the 1.13.2021 and 5.19.2021 SSAC; Discussed at the 4.21.2021 ad hoc Direct Access Plan Committee; Discussed at the 1.21.2021, 3.22.2021, 4.29.2021 and 5.26.2021 CL/CD; Action Item at 6.9.2021 DA meeting.

Effective Date: January 1, 2022

Action item #5: Registration Policy Update

Background: Libraries routinely open library accounts for institutions, including schools, businesses and group homes. The Registration Policy does not currently include instruction for data entry for institutions.

Issue: Since the Registration Policy does not currently include information for data entry for institutions there is no consistency across the system in the creation of institutional accounts.

Recommendation: Update the Registration Policy as follows:

3. Institution accounts may be issued by any MHLS library based on local policies, including fees and borrowing. The decision to honor institution accounts is at the discretion of the circulating library.

The following fields and formats are required for institution accounts:

BIRTH DATE: For institutions use record creation date DD-MM-YYYY

NAME: For institutions use name of the institution without punctuation. Example: Bliss Nursing Home

APATID: For institutions use the first four letters of institution name followed by *INS. Example: BLIS*INS

GUARDIAN: Enter the name of the contact person for the institution. Example: Doe, John

Status: Discussed at 3/4/21 and 5/6/21 RSAC. Action Item at June 9, 2021 DA Meeting

Effective Date: July 1, 2021

Action Item # 6: Claims Returned Policy Update

Background: The RSAC is reviewing all Resource Sharing Policies and Procedures for clarity and relevance.

Issue: Updates and minor edits are required for clarity.

Recommendation: Update the Claims Return Policy as follows:

- A. The decision to apply the “claims return” process is determined by the owning location.
- B. A library may not place a “claims returned” on any item that they do not own.
- C. The number in the “claims returned” field in the patron record may be reduced by MHLS if a “claims returned” is located. The request for the reduction must come from the owning location and be submitted through the ticket system to MHLS.

Status: Discussed at 5/6/21 RSAC. Action Item at June 9, 2021 DA.

Effective Date: June 9, 2021