

# **MHLS Directors Association**

## **Business Meeting of Tuesday, November 16, 2021**

### **Action Item #2: Amendment to the Members Capital Fund**

**Background:** The Central Library/Collection Development Advisory Committee approved a Central Library Development Aid/Central Book Aid budget that now covers the Encore contribution that had been coming from the Members Capital Fund.

**Issue:** The Members Capital Fund Policy should be amended to reflect that to ensure those funds are left in that account to be spent on future upgrades/modules related to the ILS/Vega.

**Recommendation:** Adjust the chart found in [Attachment A](#) of the policy to reflect this change.

**Status:** Discussed at the Central Library/Collection Development Committee 5.29.20/8.21.20/1.21.21/3.22.21/4.29.21/5.26.21; Discussed at the System Services Advisory Committee meeting 10.20.21. Action Item at November 16, 2021 DA meeting.

**Effective Date:** Immediately

### **Action Item #3: Vega Discover & Connect Contract**

**Background:** Since MHLS signed the current contract with Innovative, the company has been purchased by another company which altered the development path for a new online catalog. Currently under development is “Vega” (which Laurie presented on at the last DA meeting).

**Issue:** Innovative is asking MHLS to sign an add-on 5-year contract to lock in our adoption of Vega Discover (the new “Encore”) and bundling this, at no additional charge, with Vega Connect:

- **Vega Discover: 5 years, implementation cost equal to planned cost in original contract**
  - Discovery interface platform & improved patron experience
  - Modern search environment with linked data using BibFrame
  - Topic & Author pages included powered by integrated Syndetics Unbound
  - Work level roll ups on related bibliographic records
  - Curated and dynamic showcases
  - Fine & fee payment integration
  - Patron stored lists & searches
- **Vega Connect: 5 years, no cost for implementation**
  - Unified, Web based staff experience
  - Patron preference settings and record extensions of fields to be used within context
  - Vega messaging for Sierra notices
  - Patron Journeys for registration

- Syndetics content for email included
- Vega context engine connectors
- Improved courtesy notices.
- Email design tool for customization by library.

**Recommendation:** The MHLS Staff and System Services Advisory Committee agree this is a good move and that the contract should be signed as it is cost neutral and locks-in a new catalog and one of the Vega modules for 5 years.

**Status:** Discussed at the 10.20.2020 SSAC meeting

**Effective Date:** Immediately

#### **Action Item #4: Library Elf**

**Background:** Prior to Sierra Auto Renewal there was no option that members found acceptable to alert patrons that items were soon due. Library Elf was adopted to fill the need for patron notifications, as it included an option to opt in to the service and create an account.

**Issue:** With our systemwide adoption of Auto Renewal, which includes notification of due and overdue items, Library Elf has become redundant. In addition to the redundancy, Library Elf uses screen scraping which requires the patron to surrender their barcode and PIN, something even our own staff do not have access to. If patrons or libraries wish to continue with Library Elf, there is a free basic service available:

<https://www.libraryelf.com/base/Subscription.aspx>

**Recommendation:** The MHLS Staff and System Services Advisory Committee are recommending an end to the paid version of Library Elf.

**Status:** Discussed at the 10.20.2020 SSAC meeting.

**Effective Date:** TBD by DA and MHLS Staff

#### **Action Item #5: OverDrive Reciprocal Lending Agreement**

**Background:** Mid-Hudson Library System, Ramapo Catskill library System, Upper Hudson Library System, and Westchester Library System began discussions in 2020 to consider providing access to each other's collections through OverDrive Reciprocal Lending Agreement (RLA) program. More information about the program can be found on our Knowledge Base website's [OverDrive](#) page. In the end the Westchester Library System members have determined they would not be a part of RLA for the time being, the opportunity may still exist for the remaining systems.

**Issue:** OverDrive has added a stipulation that each participating system must meet the purchasing levels that were spent in the 2018/2019 purchasing year.\* For MHLS member libraries that would be \$300,000, which we did bypass in

August 2021 with 4 months remaining in our calendar year. Participation for any of the systems rests on meeting their own spending levels. Should any system not meet that level they would be removed from the RLA program. If we do participate, the levels of service could change through the elimination of either other system or our own participation due to not meeting funding requirements in future years. The commitment to the funding and the participation rests on the individual libraries through expenditures made in the advantage accounts, though Central Library funds spend on content are also included in our total expenditures. OverDrive is committed to keeping a purchasing level in place and after many exchanges with their legal department we have been successful in setting the bar at our last normal purchasing year.

*\*"In order to maintain eligibility in the RLA program, each RLA Library agrees to spend an annual amount equal to at least ninety-five percent (95%) of their previous fiscal year's total content expenditure with OverDrive. If an RLA library fails to meet this spending minimum and does not spend the required amount within thirty (30) days of written notification from OverDrive, OverDrive reserves the right to temporarily suspend and/or terminate the RLA library's access to the RLA group, at its sole discretion. Notwithstanding the foregoing, Mid-Hudson Library System shall be required to spend at least ninety-five (95%) of its 2018/2019 fiscal year total content expenditure with OverDrive as the annual RLA spending requirement (due to abnormal spending levels because of COVID-19)."*

**Recommendation:** The System Services Advisory Committee recommends authorizing MHLS staff to proceed to the next stage of negotiations with neighboring library systems to work out the details of this arrangement for DA consideration.

**Status:** Discussed at the 8.21.2020 Central Library/Collection Development Advisory Committee meeting; 9.2020 DA meeting; 9.2021 DA meeting; 10.20.2021 System Services Advisory Committee meeting.

**Effective Date:** Immediately

### **Action Item #6: DA Meeting Schedule**

**Background:** The DA bylaws call for five or more regularly scheduled meetings annually to be held at the discretion of the System Services Advisory Committee.

**Issue:** While the bylaws allow for these to be announced in January, to facilitate systemwide planning of events and to aid those students in the LIU/Palmer Advanced Certificate Course in Public Library Administration with planning the dates are being proposed now.

#### **Recommendation:**

1. Thursday, February 3 (online)
2. Friday, April 15 (online)
3. Tuesday, June 14 (venue TBD)
4. Friday, September 16 (venue TBD)
5. Friday, November 18 (traditionally coupled with a luncheon with MHLS staff) (venue TBD)

**Status:** Discussed at the 10.20.2020 System Services Advisory Committee meeting.

**Effective Date:** Immediately

### **Action Item #7: “Damage Beyond Circulation” Policy**

**Background:** Circulating items are placed into circulation.

**Issue:** Staff at circulation desks need policy and procedure to recognize what should be considered unworthy of circulation and the procedures to take the item out of circulation and return it to the owning library.

**Recommendation:** Add the following policy to the MHLS Resource Sharing Standards:

#### **Policy**

No items should fill holds or continue to circulate if any of the following conditions exist:

- Incomplete or damaged beyond use of primary content
- Loss of original structural integrity
- Contamination (e.g. mold, bugs, etc.)

Note: Items with reasonable wear or minimal damage can be used to fill holds and circulate.

#### **Procedure**

For items received in delivery that are too damaged to circulate:

1. Do not check the item in
2. Change the itype to “no holds”
3. Move the patron hold to the bib record
4. Add m-Message to the item record describing the location and extent of the damage. Must initial and include date.
5. Check in to return to the owning library
6. If the owning library chooses to circulate the damaged item locally after review, it must add an “M-Message” into the item record, noting the damage (see example).

#### **Example Message**

m-Message format example: Damage noted at Pawling; pages missing ADR FR 10/25/21

**Status:** Discussed at the 8.5.2021 & 10.25.2020 Resource Sharing Advisory Committee meetings.

**Effective Date:** Immediately

### **Action Item #8: Special Collections Definition**

**Background:** Exceptions for special collections have been designated in the past and are referred to by the Direct Access Plan. The definition can be regularly reviewed by the MHLS Resource Sharing Advisory

Committee (RSAC) and revised to maintain an updated definition, which is why it had always been included.

**Issue:** Our current document is missing the language to define special collections. RSAC updated the previously used statement below, for immediate inclusion.

**Recommendation:** DA restore the following revised definition of “Special Collections”:

*Special collections, such as equipment, exclusive subscription services, and museum passes, may be excluded from the holds system, and checkout and checkin in of such items may only be done at the owning library or by the library's residents. Pilot or experimental collections may be non-requestable during a defined test period.*

**Status:** Discussed at the 8.5.2021 & 10.25.2020 Resource Sharing Advisory Committee meetings; and the September 2021 DA meeting.

**Effective Date:** Immediately