

MHLS Directors Association | Agenda Attachment

Business Meeting of Wednesday, November 13, 2025

Action Item #2: Members Capital Fund Projections

Background: The Directors Association (DA) and the Mid-Hudson Library System (MHLS) Board established a Members Capital Fund to underwrite training, product implementation, hosting, catalog and ILS expenses; and to fund any future migration of the Integrated Library Platform. The DA and MHLS recognize that income to the Members Capital Fund must be annually accrued in order to cover these expenses.

Issue: Attachment A to the Members Capital Policy, “Members Capital Fund Projections,” needs to be updated and clarified.

Recommendation: Part 1: Continue the established pattern of annual contribution from this fund to MHLS to contribute to the cost of the ILS using the same schedule of a 2% increase each year (shown below), in line with the 2% increase in cost of the ILS each year. Part 2: Confirm that MHLS may use the interest earned on this account for MHLS Operations, as needed. While this has been a past practice, it should be codified.

- 2025: \$34,931
- 2026: \$35,629
- 2027: \$36,341
- 2028: \$37,067
- 2029: \$37,808
- 2030: \$38,664

Status: Discussed at the January, May, and October meetings of the SSAC.

Effective Date: Immediately upon approval of the DA.

Action Item #3: Creation & Use of Unserved Area ptypes

Background: here are [more than a dozen areas within the Mid-Hudson Library System service area](#) that are technically “unserved” in terms of being included in a member library’s chartered service area. Some of these areas have residents that are taxed for local library services in adjacent chartered service areas (e.g., 259 vote, voluntary municipal contribution), some are not.

Issue: OverDrive usage data is based on ptype. Without proper coding of ptypes for unserved areas that do not financially contribute there are patrons who are getting priority access to OverDrive materials without their municipality contributed to assist in underwriting the cost of this service (or any other library service these patrons are benefitting from.)

Recommendation: Code all identified unserved areas with their own ptype to allow libraries to track them for advocacy purposes to ensure either county funds that are being advocated for to underwrite OverDrive are adequately covering these patrons’ usage or provide necessary data for neighboring libraries to approach a municipality to make the case for a contribution toward library services or to pass a municipal ballot option in an unserved area that has a critical mass of patrons using a neighboring library/libraries.

Status: Discussed at the October SSAC meeting.

Effective Date: January 2026

Action Item #4: Updates to the Resource Sharing Standards

Background: The Resource Sharing Committee has been reviewing the Resource Sharing Standards document for accuracy over the past years. The last 2 sections of Data Entry and Management and Reports were reviewed in the October 20th meeting.

Issue: The recommendations remove outdated language and provide clarity.

Recommendation: The Resource Sharing Advisory Committee recommends the following changes for approval. Tracking has been left in place to facilitate an understanding of the necessity of change.

Data Entry

1. Circulation of Multi-part items (books-on-tape, videos, etc.)

A. Owning library must indicate the number of parts in the item by inserting an “m-message” in a pop-up item message or with a label by the barcode, such as in the item record with text like “check for 6 ~~tapes~~disks” or “check for 1 book and 1 ~~tape~~disk”.~

Approved by Directors Association 3/26/06

~~B. Owning library must indicate the number of parts in the item in message or with a label by the barcode, such as “check for 6 tapes” or “check for 1 book and 1 tape.”~~

C. Multi-part items owned by the library must be labeled with the library name. ~*Approved Directors Association 5/2/06*

2. ~~Guidelines for multi-volume records~~

A. items that come in seasons must stay together.

B. Motion pictures and other boxed releases with separate original release dates and separate titles can have separate bib records. ~~Exception: If it comes as a boxed set, the library has the option to catalog as a set with a separate bib record for the set or break it up with a separate bib record for each item.~~

C. All multi-disk DVD series shall be cataloged with the itype of Long Loan DVD with the exception of high-demand items with greater than a 5-1 hold ratio. *Approved by DA 6/2/2016*

3. Inaccuracies in the catalog

A. ~~Inn~~inaccuracies must be reported to MHLS Cataloging ~~& Database Maintenance~~ Department by e-mail (cataloging@midhudson.org) or phone (845-471-6060 ~~x224~~x252).

4. Wording for Items that are No-Holds

A. Items that will not be made available for holds outside of the owning library must have “LOCAL HOLDS” in the call number ~ *Wording updated by Directors Association 1/5/12*

5. Barcode Placement

A. Barcodes may not be placed over a title, and must be in a visible place (i.e. not underneath the item)

B. A scanable Barcode must be affixed to all circulating materials. *~Amendment approved by Directors Association 9/3/08*

6. Identifying Label

A. All circulating library materials must be marked on the exterior in some way to identifying ~~the items~~ as aa library material (spine label, stamp, etc.). *Approved by Directors Association 10/3/11*

7. Uncorrected Proofs, Bootleg, Unauthorized Materials, or restricted use materials

A. Uncorrected proofs and screening copies are not permitted in the shared catalog because they are not in their release form, are not intended to be distributed to the public, and carry the same ISBN as their trade counterparts. Updated 6/13/2023.

B. Bootleg and unauthorized material are not permitted in the shared catalog. must

~~1. Collection.~~ Collection Agency Notices

Libraries interested in sending accounts to collection need to create their own notice to send to patrons to warn them before collection. Note that any patron in the system could get a collection notice from one of the few libraries that would initiate this for the fees/fines owed to those libraries working with collection agencies. *Clarifying reorganization made 1/27/2016 by Resource Sharing Committee*

Management & Reports

1. Managing ILS User Access

A. Directors or their designees are the only people who can request new user accounts or edits to current user accounts in the shared ILS and related platforms. A designee may be identified by the Director in writing to the Technology Operations Manager of MHLS.

B. Sierra passwords need to be changed regularly, at least every six months

- C. Logins shall be removed when a staff member leaves the library's employment.
 - D. Logins will begin with the library 3 letter code.
 - E. ~~Each library will maintain at least 3 sets of initials and passwords for ILS. The logins will have staggered levels of authority. A higher level will include the ability to override renewals and claim items returned. Only directors or those designated by the director may have access to this level. ~Amendment approved by Directors Association 12/7/07~~
 - F. Logins to the ILS and related platforms shall be discreet and assigned to individual staff only. Group logins may not be used. A higher level will include the ability to override renewals and claim items returned. Only directors or those designated by the director may have access to this level. ~Amendment approved by Directors Association 12/7/07~Amendment approved by Directors Association 9/9/25
 - G. Any change to the ILS that facilitates rapid and effective switching of users shall prompt the immediate discontinuation of group logins. ~Amendment approved by Directors Association 9/10/14
 - H. Any loss, damage or issue arising from access to the ~~ILS and~~ ILS and related platforms, shall be the liability of the library. ~Amendment approved by Directors Association 9/10/14; Section revised Directors Association 02/3/2022
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Status: Discussed at RSAC 10/20/2025

Effective Date: Upon approval