

MHLS Directors Association | Agenda Attachment

Business Meeting of Friday, September 16, 2022

Action Item #2 Deleting Expired Patrons with Fees

Background: Patron records that have been expired for more than 3 years and have less than \$10 in fines are currently deleted by MHLS annually. Patrons owing more than \$10 remain in the system indefinitely, or until the library deletes them.

Issue: Libraries may not remove patrons if fines, fees or replacement costs owed to other libraries exist. The debt after 7 years is considered bad debt and likely not retrievable, therefore. MHLS could expand the annual patron deletion to include patrons with debt over 7 years old.

Recommendation: MHLS will add deleting patrons who expired 3 years and owe fines/fees/charges that are older than 7 years.

Status: Discussed at Resource Sharing Advisory Committee on 8/22/22 & presented to DA for September 16th meeting

Effective Date: Upon approval, to be completed in the 2023 cycles and thereafter.

Action Item #3: Waiving Fines from Other Libraries

Background: The resource sharing standards for waiving fines needed had not been updated since 2009 and cited changes to process that were no longer relevant to cite.

Issue: Libraries were unclear about being able to waive fines incurred at other libraries particularly during amnesty campaigns.

Recommendation: Update the current policy with clear and current language that allows member libraries to waive fines on returned items during amnesty, regardless of where the item was checked out.

Current Policy:

Libraries should not waive fines on items checked out at other libraries. Because we use the loan rules of the checkout agency it is no longer necessary for "Free" libraries to use the 'Waive Fines' button in check-in.

~Approved by Directors Association 2/5/09

Proposed Policy:

Libraries should not waive fines on items checked out at other libraries except during formally declared period of amnesty. In that period, overdue and overdue renewal fines may be waived on returned items.

Procedure: The library director will email techsupport@midhudson.org, and the amnesty will be published in the MHLS notices.

Status: Discussed at Resource Sharing Advisory Committee on 8/22/22 & presented to DA for September 16th meeting

Effective Date: Upon approval

Action Item #4: Collecting Fines from Other libraries

Background: Further clarity is needed in the policy regarding collecting fines incurred at other libraries.

Issue: The language in the previous statement did not refer to specific charge types, which left ambiguity for staff.

Recommendation: Update the policy for clarity regarding charge types.

Current Policy:

- A. If \$25 or more is owed to any one library, payment must be sent to the owning library.
- B. All libraries in the Mid-Hudson Library System, including fine free libraries, may collect fines that have accrued from transactions that have taken place in other member libraries. ~Approved by Directors Association 6/14/22

Proposed Policy:

- A. If \$10 or more in Overdue Fines, Overdue Renewals or Manual Charges is collected on behalf of any one library in a single payment transaction per patron record, payment must be sent to the library owed. Replacement, Adjustment and Lost items payments collected must be sent to the owning library, regardless of the amount collected.

Section B remains unchanged.

Status: Discussed at Resource Sharing Advisory Committee on 8/22/22 & presented to DA for September 16th meeting

Effective Date: Upon approval

Action Item #5 TumbleBooks Contract

Background: Currently TumbleBooks, a curated database of children's ebooks, is provided systemwide through a member library cost share.

Issue: The Central Library/Collection Development Advisory Committee has reviewed the usage of this product annually and while noted declining usage systemwide; no product development or new content since at least 2015, possibly longer. Where usage is sustained and libraries wish to continue the service, standalone subscriptions may be obtained through the vendor.

Recommendation: The Committee recommends that MHLS end this contract on December 1, 2022, the natural end to the current contract.

Status: Discussed at Central Library / Collection Development Advisory Committee on 1.24.2022; 5.3.2022; and 9.7.2022 & presented to DA for September 16th meeting

Effective Date: December 1, 2022