

MID-HUDSON LIBRARY SYSTEM
System Services Advisory Committee Meeting

Date: 5/19/2021 1:30pm

Location: Online

Committee members attending:

- AnnaLee Dragon (Columbia)
- Thea Schoep (Columbia)
- Mary De Bellis (Dutchess)
- Tom Lawrence (Dutchess)
- Catherine Benson (Greene)

- Sue Ray (Greene)
- Michele Capozzella (Putnam)
- Gina Loprinzo (Putnam)
- Julie Kelsall-Dempsey (Ulster) **Chair**
- Margie Menard (Ulster)

Staff Attending: Rebekkah Smith Aldrich (MHLS staff), Laurie Shedrick (MHLS staff), Saran Camera (MHLS staff)

Others Attending: None

Minutes from January 21, 2021 meeting reviewed and approved with a motion made by AnnaLee Dragon, seconded by Margie Menard, and it passed unanimously.

Discussion Items:

1. Finalize and recommend Member Assessment

- a. **Thea Schoep made the motion, seconded by AnnaLee Dragon, and passed unanimously, to recommend the [2022 Assessment Chart](#) goes to a vote at the next DA meeting in June 2021.** Keep in mind: this assessment has a 1% increase; because the circulation and hold numbers are different in 2020 due to the pandemic, this past year was not included to find the 3-year average. Also, included is the expected increase of 2% in the Innovative contract, effective to Innovative-specific items.
- b. **[“Budgeting for the MHLS Member Assessment”](#)** This document brings further clarity to understanding how to read the chart. This aids in libraries budgeting for the future. The Assessment Chart pulls information from many areas. For example, this document explains columns F & G, relating to Sierra licenses.
- c. **Simplifying the Presentation of Member Fees in Future Years**—Discussion: Consider billable licenses in a comprehensible way to libraries, so they know what they will have to pay, what is mandatory and what is optional. This will be focused on in the coming year. It should be reviewed each year going forward to streamline it, but also make it more understandable: revenue for MHLS, assessment, participation, voted on by members. This will be all found in one place.

2. 2022-2026 MHLS Plan of Service Development

- a. [Draft Plan of Service](#) —Discussion: This 5-year Plan of Service is required by the State and is a general prescribed document. 3.A.i. An Action Plan in the Plan of Service, what it translates to, from information gathered from county meetings, of what member libraries plan to do, and how MHLS can support. This document gets updated twice a year. We need to get it on the June DA agenda for endorsement, and it will then be ready for approval at the September MHLS Board meeting. **Motion to accept the Plan of Service, made by Mary DeBellis, seconded by Michele Capozzella, all in favor.**
 - i. [Draft Action Plan](#) – Discussion: Explanation of “triple bottom line”—it is the definition of sustainability: where the libraries are asked to be socially equitable, (consider natural resources, paid living wage, making socially-conscious decisions). 3 areas of chronic problems with budgets are underfunded, we need to be good neighbors (good collection, good staffing), diagnose fiscal health, retaining quality employees. Diversity, Equity, Inclusion; Digital Inclusion in our homes and in general. Library’s acknowledgement we want to be apart of collective network. Create programs such as those found at Brooklyn Library: Navigator Program (help people with different programs, for example, *Lifeline*, to help the public gain access to affordable broadband —it’s complicated, and libraries are there to help the public). **Motion to endorse the Action Plan made by AnnaLee Dragon and seconded by Thea Schoep. All were in favor.** Thank you to Laurie and Casey.
 - ii. **Background:**
 1. [Results of Service Category Ranking Survey](#)
 2. [Themes Report](#) from Community Conversations held with directors
 3. [Plan Development Timeline](#)
 4. [Current Plan of Service](#)
- b. [Draft Direct Access Plan](#) Suggested updates discussed. All New Yorkers should have access to library services, but they should be paid for and protect rights to libraries and taxpayers. Thresholds are the same.
 1. Citations are tied back to Resource Sharing Standards—this wasn’t there; the 2011 reference needs to be back in place.
 2. Borrowed language from other plans from New York State: 3.B. Items 4 & 5 require that more proof of hardship must be shown. The plan allows for the ability to approve restrictions once a threshold has been met. Add: To make sure towns who refuse to pay, restrictions may still be in place.
 3. What can we do once we have restrictions? See Page 7 of the plan. We learned Overdrive hasn’t figured it out. Advantage Plus purchases haven’t been be able to be restricted.
 4. The circulation desk can limit physical locally purchased items, but not items that are purchased with state funds.
 5. P-Type 3b holds will be restricted.

Thank you to Mary De Bellis, AnnaLee Dragon, Tom Lawrence, and Courtney Tsahalís; and we feel bad for the patrons stuck in the crosshairs.

Motion made to accept the Draft Access plan with updates and recommend for approval at the June DA meeting was made by Thea Schoep, seconded by Mary De Bellis, and the committee agreed unanimously for recommendation for DA approval at the June meeting.

3. 2021 DA Meetings/Committee meetings/Workshops Discussion: It was recommended to continue meeting online through the remainders of the year, since attendance has been so high. With all the professional development MHLS has offered, we CAN think about offering workshops virtually for the future.

Action item: Keep meetings DA and committee meetings virtual for the rest of the year and revisit workshops. This motion was made by Anna Lee Dragon, seconded by Gina Loprinzo and it passed unanimously.

4. MHLS Staff Report

a. 2020-2021 Allocation from Members Capital Fund: We've come a long way in the past year. We're doing great compared to last year. \$65,000 goes back in the budget to the capital fund to be used as we wish, the MHLS board thanks us sincerely.

b. **Delivery Services Update**

These decisions were data driven, the restoration of service. MHLS has been monitoring the service and it continues to increase.

i. Schedule by Library: [effective 05/17/21](#)

ii. Schedule by Day: [effective 05/17/21](#)

c. **Personnel Actions job hiring freeze has been lifted.**

i. **Tech Ops:**

1. To be hired: Technology Operations Support Specialist

2. Upcoming vacancy: Interlibrary Loan & Cataloging Specialist—The current person is planning to leave, and there will be overlap to train the new person.

ii. **Library Sustainability**—Casey Conlin and Kerstin Cruger have been doing the work of many people.

1. To be hired: Outreach & EDI Specialist—This position is from 100% of the mandated programs.

iii. **Administration**

1. To be hired: Administrative Associate—This position will take some work from Joan Kay and opportunities build capacity for grants management for MHLS.

5. Other: Show the assessment and thinking behind it, answering questions, it will be simplified. Plan of Service vs. Action Plan. Plan of Service is general. As there are a record number of new directors and transitioning directors, it's a good idea to have Rebekkah Smith Aldrich attend the county meetings to give detailed explanation for better understanding.

6. Next SSAC Meeting: October's meeting date will be mutually chosen.

The meeting adjourned at 2:21pm

Action Item: 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 Ill 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: 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