Mid-Hudson Library System Directors Association

Agenda Attachment | Business Meeting | Wednesday, June 10, 2020

Action Item #2: 2021 Tentative Member Assessment Table

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

Issue: The System Services Advisory Committee met on May 28th, 2020 to review, discuss and recommend the 2021 Tentative Member Assessment Table. The proposal includes the increase agreed upon in 2019 (1%) as well as the absorption of the Encore ($7,418) and hosting fees ($7,753) formerly in the MHLS operating budget. The Encore and hosting fees will increase 2% each year going forward as per the III contract.

Recommendation: The SSAC recommends approving the 2021 Tentative Member Assessment Table

Status: Discussed at the 6.11.2019 DA meeting; Discussed at the 5.28.2020 SSAC meeting; Action Item at 6.10.2020 DA meeting.

Action Item #3: Transfer of Funds from the Members Capital Fund to MHLS Operating Fund

Background: The Members Capital Fund underwrites "training, product implementation, hosting, catalog and ILS expenses" as well as funds any future migration of the Integrated Library Platform.

Issue: MHLS operating revenue is significantly threatened by the predicted cuts and cash flow issues caused due to the extreme economic fallout due to statewide efforts to stop the spread of COVID-19. To protect against drastic cuts to services and to augment efforts by the MHLS staff and board, alternative funds may be needed for MHLS operations in 2020 and 2021. Given that MHLS staff was able to negotiate better pricing for the ILS training and implementation fees than originally anticipated for 2019-2020, of the $100,000 authorized for those purposes in 2019, $65,000 is available in the fund beyond the estimated needed amount for future migration service fees.

Recommendation: The SSAC recommends reallocating the identified $65,000 to MHLS operations to help managed the predicted cuts and cash flow issues.

Status: Discussed at the 5.28.2020 SSAC meeting; Action Item at 6.10.2020 DA meeting.

Action Item #4: Estimate of E-Resources: Digital Content, Databases, Catalog Enhancement Cost Shares

Background: Annually an estimate of e-resources is provided to library directors for budgeting purposes. The Central Library/Collection Development Advisory Committee 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 reviews the Central Library Development Aid (CLDA)/Central Book Aid (CBA) Program Budget that provides cost-share funds to underwrite some e-resources in conjunction with member library funds.

Issue: Each year, 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 2021 for cost-share e-resources.

Recommendation: The CL/CD Advisory Committee recommends approving the "2021 Estimate of E-Resources" Digital Content, Databases, Catalog Enhancement Cost Shares"

Status: Discussed at the 5.29.2020 CL/CD meeting; Action Item at 6.10.2020 DA meeting.

Action Item #5: ILS Road Map 2.0

Background: Our current contract with Innovative provides a number of new features to benefit the patron and staff experience with Sierra. An ILS Road Map was created in 2019 to guide the development and implementation of three prioritized products: text messaging, Decision Center, and Mobile Worklists. Once complete, an ILS Road Map development meeting was convened with members of the SSAC, county library association chairs and the chairs of the CL/CD and RS Advisory Committees to discuss the next iteration of the MHLS ILS Road Map.

Issue: After an overview and Q&A period reviewing five potential implementation projects, the group prioritized the implementation of all five items for an 18-month implementation plan called the ILS Road Map 2.0.

Recommendation: The SSAC endorses the development groups findings and recommends the adoption of an ILS Road Map 2.0 that prioritizes the implementation of:
1. Serials;
2. ILL
3. Material Booking
4. Patron Images
5. Encore Harvesting

Status: Discussed at the 5.18.2020 ILS Road Map Meeting; Discussed at the 5.28.2020 SSAC meeting; Action Item at 6.10.2020 DA meeting.

Action Item #6: Fines, Fees, and Replacement Costs Policy

Background: The Resource Sharing Advisory Committee (RSAC) has been working to revise Resource Sharing Standards. The goal is to clarify language, separate policy from procedure and bring up to date.

Issue: Ambiguity in the language needs clarifying

Recommendation: RSAC recommends the following language update to fines and fees:

Fines, Fees & Replacement Costs (Payments)
Payment is forwarded to the charging library if any the following is true:

A. Fines

- If $25 or more in fines is paid in a single transaction and is owed to any one library.
- Libraries shall not waive fines on items checked out at other libraries. The right to waive fines is reserved for the charging library.

B. Fees / Manual Charges

- Shall be forwarded to the charging library regardless of the amount. (Some examples include: fax fees, copy fees, fee for missing barcode, fee for missing case)
- Collection Agency Fees must be paid in full--no partial payments.

To read the [current language](#) visit the MHLS Resource Sharing Standards

Status: Discussed at 5.12.2020 RSAC meeting; Action Item at 6.10.2020 DA meeting.