# MHLS Directors Association  |  Agenda Attachment
## Business Meeting of Wednesday, June 11, 2024
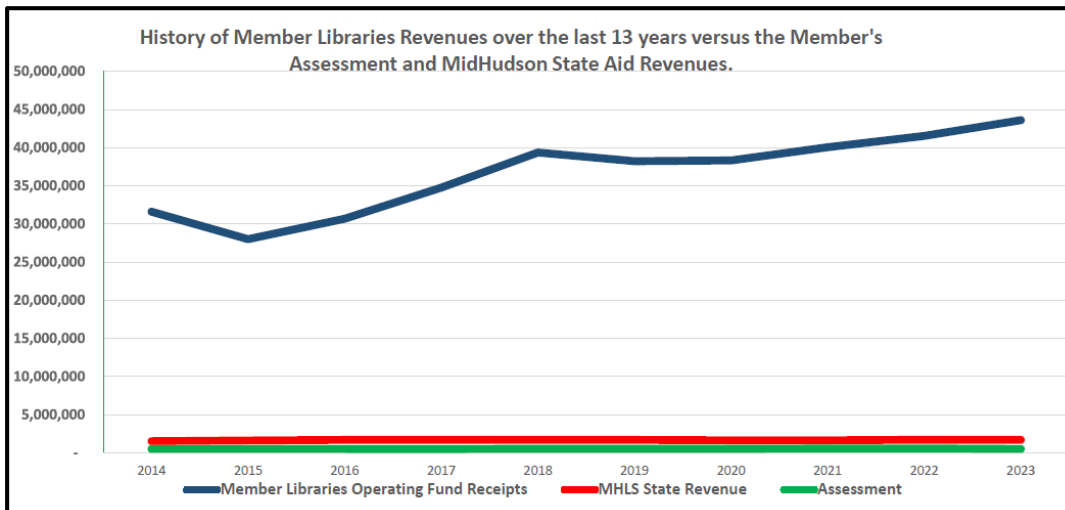
### Action Item #2: 2025 Members Assessment

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

**Issue**: The System Services Advisory Committee (SSAC) met on May 14, 2024 to review, discuss, and recommend the 2025 Member Assessment Table. As per the committee's discussion, the 2021 circulation and holds data was not used to calculate the 2025 assessment due to the impact of the pandemic. The 2020 Census figures are now included in the assessment. As noted in previous years, the items in the formula tied to the Innovative (III) contract for IILS/catalog will increase 2% each year as per the contract.

The committee recommends a 20% increase to the total Members Assessment for 2025 over 2024. This does not necessarily translate to a 20% increase for each library, as the formula to generate each library's amount is impacted by their chartered service population and their three-year averages for circulation and holds as well as other variables in the formula. Less than half of member libraries will experience an actual 20% increase to their local amount due to this formula.

While this recommended amount is larger than usual, the committee felt that the value of MHLS services and the desire to ensure the current level of service is not compromised was important to consider in the context of the importance of MHLS services to member library operations, management, and governance. The committee reviewed the impact of inflation on MHLS costs over the past several years and acknowledged that past increases in the Members Assessment have not kept pace.

The Committee is recommending a higher percentage increase than usual due to the increasing pressure on the MHLS budget due to relatively flat funding from both primary revenue sources, the New York State Budget and the Members Assessment.



History of Member Libraries Revenues over the last 13 years versus the Member's Assessment and MidHudson State Aid Revenues.

Over the past decade there has been modest upward movement in state and member contribution to MHLS services and operations, however, neither revenue stream has kept up with inflation. The MHLS staff and board have worked hard to maintain core services over the course of the past decade with no measurable, sustained increase but this cannot continue indefinitely.

| Year | Member Assessment Increase | U.S. Inflation Rate |
|------|---------------------------|---------------------|
| 2014 | 0% | 1.7% |
| 2015 | 0% | 1.8% |
| 2016 | 0.2% | 2.2% |
| 2017* | -3.5% | 1.8% |
| 2018* | 7.3% | 2.1% |
| 2019 | 0% | 2.2% |
| 2020 | 1% | 1.7% |
| 2021** | 3% | 3.6% |
| 2022 | 1.7% | 6.2% |
| 2023 | 1% | 4.9% |
| 2024 | 1.9% | |

*decrease was tied to additional, one-time state aid being used to offset the Members Assessment

**year the formula was streamlined and additional licenses were removed from the formula

**Recommendation**: The SSAC recommends approving the proposed 2025 Member Assessment Table as presented.

**Status**: Discussed at the 1.24.24 SSAC meeting; 2.28.24 DA meeting; and 5.14.24 SSAC meeting. Action Item at the June 11, 2024 DA meeting.

**Effective Date:** January 1, 2025. To be billed in quarterly installments.

## Action Item #3: Path to System Membership

**Background**: NYS Education Law allows for libraries chartered by the Board of Regents to become members of public library systems.

**Issue**: A new member library has not joined MHLS in several decades. There is currently no documented process for how a library would become a member library. Therefore, the System Services Advisory Committee (SSAC), MHLS Board, and System staff formed a joint committee to explore how to create an equitable path forward for a library petitioning for membership in the Mid-Hudson Library System that both respects the development path of an applying library and the cooperative nature of current system services. Proposed procedures have been developed through several rounds of input from county director groups and the MHLS Board.

**Recommendation**: The SSAC recommends the approval of the enclosed Path to Membership Procedures and seeks the DA's approval to recommend the adoption of these procedures to the MHLS Board.

**Status**: Discussed at the October 2022 SSAC; November 2022 DA; January 2023 SSAC; February 2023 DA; May 2023 SSAC; June 2023 DA; October 2023 SSAC; November 2023 DA; January 2024 SSAC; February 2024 DA; May 2024 SSAC; Action item on June 11, 2024 DA agenda.

**Effective Date:** Upon approval by the MHLS Board of Trustees.


## Action Item #4: Interlibrary Loan Policies

**Background**: With more than a decade between the last revision of the MHLS ILL policies and procedures, the Resource Sharing Advisory Committee (RSAC) found few minor changes to the current procedures to make in their review of this section of the Resource Sharing Standards but the committee determined that the MHLS Polices should be incorporated rather than linked to provide staff with a concise understanding of the Policies and Procedures.  In tandem with this review MHLS has reviewed the polices to ensure accuracy and currency.

**Issue**: The policies for ILL needed to be brought into the current document formatting, with policy separated from procedure.  Also, MHLS ILL policies were incorporated to provide a comprehensive understanding for staff in a single view.

**Recommendation**: Approve the following updates to the text for ILL.


INTERLIBRARY LOAN

**Policies:**

    **1. OCLC ILLs**

        A. Any hold for 'Mid-Hudson Library System ILL-OCLC' is an out of area request and will have an extended loan period in accordance with regional ILL lending procedures.

        B. Be aware that any hold being sent to 'PATRN NAME: Mid-Hudson Library System-ILL-OCLC/ILL' is an out of area request, which will have an extended loan period in accordance with regional ILL lending procedures.

        C. When an item that has been filled via OCLC by MHLS Ill Department becomes overdue, it is the prerogative of the owning/loaning library to determine whether or not to grant a renewal. It is the responsibility of the requesting library to notify MHLS ILL Department that a renewal is needed, before the due date. Items that become overdue may affect the ability of other MHLS libraries to borrow through OCLC.

        D. MHLS will bill each library for each OCLC loan filled for their patrons where cost is incurred. It is acceptable that libraries who are not passing the fee on to their own patrons, charge patrons from other libraries for the service.
**As of September 1, 2007 this fee was suspended.**

        E. Mid-Hudson ILL department will not place OCLC requests for the following material.
            1. A circulating copy can be borrowed from either of those collections.
            2. A comparable new edition can be purchased on Amazon for less than $25.

    **2. Processing ALA form ILL requests for agencies outside of the MHLS or SEAL membership**

        A. **If the library receives an ALA request form from a library outside of the MHLS or Seal Membership the library can either ship the item at its own expense or contact the requesting agency and ask that the request be placed as an OCLC request, which will be processed by the MHLS ILL Department. ~Approved section by Directors Association 2/5/09**

**Procedures:**

    1. **Requesting material in SEAL should only be done when there are no circulating copies in the MHLS collection.**

    2. **Requesting items from OCLC through Mid-Hudson ILL (also updated in MHLS Policies)**

        A. Before submitting an OCLC ILL request to MHLS:
- Member library staff must check the Mid-Hudson Library System and SEAL catalogs. If a circulating copy can be borrowed from either of those collections, MHLS will not place an OCLC request.
- Member library staff must check Amazon to see if a new comparable item is available for under $25. MHLS will not place an OCLC request if an item can be purchased for less than $25, the average cost of an ILL transaction at book rates for shipping.

**Status**: Discussed at RSAC May 7, 2024

**Effective Date:** Upon approval

# Action Item #5: Delivery Resource Sharing Standards Review

**Background**: As part of the ongoing review of the Resource Sharing Standards, RSAC reviewed the section on delivery.  It had not been reviewed for update since 2009.

**Issue**: Like other areas format is addressed separating policy and procedure.  Removed link to ILL form for use in place of ILS routing slip. It is not designed for library to library routing.

Note: Part 1.A  of this section of the Standards refers back to the MHLS **Delivery Procedures and Packaging Standards**.  As this was previously issued as a standalone document, that document review is included in a separate Action item.

**Recommendation**: Approve the following revised language for this section of the RS Standards.

**Delivery**

## Policies

1.  The Directors Association has approved [Delivery Procedures & Packaging Standards](#) . Libraries are expected to follow the delivery procedures that are described in the document. Items damaged in delivery using other, non-standard packaging will be the responsibility of the owning library.  *~Approved by Directors Association 2/5/09*
2.  Routing
    A.  Libraries must use the MHLS default transit template in ILS, whenever possible.
    B.  When a non-ILS routing slip is used, the delivery location must be printed in a large format at the top of the delivery slip and secured in the item.
    C.  A library's 3 letter code may not be used on a routing slip .*~Amendment approved by Directors Association 2/7/07*.
    D.  When using two-sided ILL routing slips, make sure the library name is crossed-off on the used side.
    E.  A routing slip may not include patron personal information (ex: phone number).

**Status**: Discussed at the RSAC meeting on May 7th

**Effective Date:** Upon Approval


# Action Item #6: Updates to Delivery Procedures and Packaging Standards

**Background**: In tandem with approving the RS Standards for Delivery, MHLS Staff reviewed the Delivery Procedures and Packaging Standards document for currency and accuracy.

**Issue**: Minor changes required.

- Remove *"All boxes must be returned to MHLS. You will be supplied empty boxes by the delivery staff. These boxes are in short supply and in high demand."* As new bins have been purchased
- Added Non Bin form link and modified language in non bin Bullet

**Recommendation**:
Review Delivery Procedures & Packaging Standards (below)
https://midhudson.org/wp-content/uploads/2013/02/Delivery-Standards.pdf

**Status**: Discussed at the RSAC meeting on May 7th

**Effective Date:** Upon Approval

## *Delivery Procedures & Packaging Standards*

The following **Delivery Procedures & Standards** were approved by MHLS and the Directors Association in their dd/mm/yyyy meeting. More information about delivery can be found at http://midhudson.org/topics/resource-sharing/delivery/. Libraries are expected to follow the delivery procedures as described in this document. Items damaged in delivery using other, nonstandard, packaging (cases and containers) will be the responsibility of the owning library.

**Tape should never be used to secure routing slips to the materials!**

**Book, Oversized Book, Large Print Book** -Place routing slip in between pages with the top 1-2 inches exposed at the top. Wrap with rubber bands in both directions.

**Book on Cassette or Music in Cassettes**-Items should be secured and contained in a sturdy aftermarket case, or completely contained in the original packaging. Music cassettes, in hard plastic jewel cases should be repackaged in a more durable case. Place routing slip between the opening with the top 1-2 inches exposed at the top. Wrap with rubber bands in both directions.

**Book on CD**- Items should be secured and contained in a sturdy aftermarket case, or completely contained in the original packaging. Sleeves should be in good condition and secured to the binder. If the container has a snap in spool, it should be intact. Place routing slip in between. opening with the top 1-2 inches exposed at the top. Wrap with rubber bands in both directions.

**DVD, Blu-Ray disks** - Disks should be in a fog or shatter proof plastic case that latches closed and the disk must be secured with a full snap in spindle. Any added materials should also be secured under within the case. Place routing slip in between opening with the top 1-2 inches exposed at the top. Wrap with rubber bands in both directions.

**Music CD**- Disks should be in a fog or shatter proof plastic case that latches closed and the disk must be secured with a full snap in spindle. Any added materials should also be secured under within the case. **DO NOT USE JEWEL CASES;** these hard plastic cases crack and break easily. You should replace your jewel cases with shatter-proof plastic cases. The Delivery slip should be inserted and **NOT taped** to the case. Rubber bands should be wrapped around in both directions.

**Audio with player**-Items should be secured and contained in a sturdy aftermarket case, or completely contained in the original packaging. The contents of the package should be clearly marked (example: contains 1 lanyard, 1 audio player & 2 batteries). Place routing slip in between opening with the top 1-2 inches exposed at the top. Wrap with rubber bands in both directions.

**Software**-Items should be secured and contained in a sturdy aftermarket case, or completely. contained in the original packaging. The contents of the package should be clearly marked (example: contains 1 disk & 1 booklet). Place routing slip in between opening with the top 1-2 inches exposed at the top. Wrap with rubber bands in both directions.

**Periodicals, Printed Music, Maps, Images, Historical Documents**-Periodicals and other flimsy items should be shipped in an envelope with the delivery destination CLEARLY indicated. If you reuse envelopes, be sure to cross off all old destinations on both sides.

**Mixed Media, Kits, Toys**- Items should be secured and contained in a sturdy aftermarket case, or completely contained in the original packaging. The contents of the package should be clearly marked (example: contains 1 cassette & 1 book). With clear bag containers, place routing slip inside facing out, where it can be clearly seen. For other items, the routing slip should be fastened through closure of the bag or secured through the opening, with the top 1-2 inches exposed at the top. Wrap with rubber bands in both directions.

**General rules of use:**
- Use Delivery slips or MHLS approved delivery slips. All printing should be in bold dark printed letters written in pen or fine Marker. Much of the sorting is done in the vans with only dome lighting.
- Items should be individually banded. Individually banded items can later be grouped by destination with other bands. Delivery staff will sometimes repack boxes to conserve space. Grouped items are at times broken up during repacking, so items must be individually banded to ensure that the contents and delivery slips remain intact.
- No tape should be used to secure delivery slips.
- All boxes must be returned to MHLS. You will be supplied empty boxes by the delivery staff.
- Delivery boxes should be packed neatly to conserve space and minimize.
- Acceptable cases and aftermarket cases consist of cases that contain all materials within and are made of a sturdy, non-shatter/breakable material.
- Large items that do not fit in the delivery bin should be shipped separately and should use the non-bin procedures. You can find these at: http://midhudson.org/wp-content/uploads/2013/02/nonbin-form-1.pdf
  Acceptable non bin items are restricted to:
    o  Big books
    o  Computers and related equipment
    o  Circulating library materials that do not fit into MHLS shipping bins