

Digital Library Advisory Group
Monday, September 26th, 2022 - 1:00pm

Digital Library Meeting

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Attendance:

1. Erika Jenns, STLS
2. Linda Reimer, SSCL
3. Karen Smith, Whitesville
4. Amanda Farley, CCLD
5. Denise Chilson, Hornell
6. Jess Westlake, Montour Falls
7. Kim Traphagen, Cohocton
8. Jennie Lewis, CCLD
9. Brian Hildreth, STLS
10. Kelly Povero, Watkins Glen

Agenda:

1. Libby app
2. OverDrive recommendations
3. Adding content selectors
4. Date to place final 2022 orders
5. 2023-2025 Digital Library Contributions
6. Upcoming meeting dates

Minutes:

1. Libby app

- Sept. 15th email via adult & directors lists (also via Constant Contact)
 - Have you registered for a Libby webinar yet?
 - [https://overdrive.zoom.us/webinar/register/WN - PMb12r7QCqGooan3h9bUA](https://overdrive.zoom.us/webinar/register/WN_PMb12r7QCqGooan3h9bUA)
 - Are your front-lined staff registered?
 - Libby How-To Videos from OverDrive:
 - <https://resources.overdrive.com/library/how-to-videos/libby/>
 - These are super detailed! Please use this resource & share with your staff.
2. OverDrive recommendations
- Occasionally, Erika receives direct, email recommendations from STLS members.
 - How should these be handled? Want to avoid bias. How do we create equitability and streamline the process?
 - Should Erika continue to accept emailed recommendations from STLS members (library directors/staff/vols), or refer them to the **Recommend to Library** feature and remind them of the 3:1 rule?
 - Group recommendation: Refer any email recommendations to the OverDrive **Recommend to Library** feature.
Learn more about the feature here:
<https://help.overdrive.com/en-us/0860.html>
 - Many on the call were not familiar with RTL. Please share with your patrons! Erika will create a flyer and send copies via delivery.
3. Adding Selectors
- Current OverDrive content selectors include: Erika Jenns (STLS), Karen Smith (Whitesville), Tina Dalton (Cuba), Linda Reimer (SSCL), Jennie Lewis (CCLD), Amanda Farley (CCLD), Connie Ogilvie (CCLD), Caroline Poppendeck (CCLD), Doris Jean Metzger (CCLD).
 - Any new selectors should contact Erika Jenns (jennse@stls.org) and will be given cart creation privileges for Marketplace and a pro-rated amount of cost share funds to spend.
 - The following expectations apply (as they do to existing selectors):
 - Attend DLAG meetings regularly
 - Follow purchasing guidelines:
 - 55:45 ratio - 55% of titles in each cart should be ebooks, 45% audiobooks. (You can also place orders with two separate carts to meet the ratio for the total order.)
 - 20% of the total number of titles in each cart should be titles which highlight the perspectives of people with

disabilities, and non-white, BIPOC (black, Indigenous, and people of color), LGBTQIA+ authors. Selectors should send a spreadsheet with diverse titles highlighted, separate them into their own cart, or send a list in the body of an email to Erika at time of request to purchase.

- Keep holds ratio at 7:1 or less.
 - Purchase recommended titles at 3+ recommendations/title (as made through the OverDrive Recommend to Library feature).
 - New selectors can spend the pro-rated amount of library's cost share contribution (or, the library is welcome to contribute additional funds, above their annual contribution amount)
4. Date to place final 2022 orders
 - To accommodate end-of-year accounting, all 2022 OverDrive orders must be placed before Monday, December 12th, at 4:00pm.
 5. 2023-2025 Digital Library Contributions
 - Vote expected at DAC meeting this week
 - Wed. 9/28 at 9am, online and at Southeast Steuben County LibraryLink to Join:

Director's Advisory Council Meeting
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United States: [+1 \(312\) 757-3121](tel:+13127573121)
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 6. Upcoming meeting dates (all at 1:00pm)
 - Monday, November 21, 2022
 - Monday, January 23, 2023
 - Monday, March 20, 2023
 - Monday, May 22, 2023
 - Monday, July 17, 2023
 - Monday, September 18, 2023
 - Monday, November 20, 2023