D.A.C Minutes Weds. Nov. 28, 2018

Southern Tier Library System
Directors Advisory Council
Wednesday November 28, 2018
Dormann Library, Bath
9:30 am

Attendance: Pauline Emery (Corning), Roxanne Baker(Montour), Marsha Stewart (Hammondsport), Nic Gunny (Wellsville),
STLS- Erika Jenns, Keturah Cappadonia, Lorie Brown, Mandy Fleming,

GoToMeeting Attendance:),Carrie Jefferds(Belmont) Chris Gallman (Angelica), Karen Smith(Whitesville), Owen Frank (Horseheads/CCLD) Stephen Salino (Watkins)

- **Call to order – 9:34**

- **Discussion and Approval of 9-26-18 Minutes- 1st Owen 2nd Marcia- Motion passed**

BUSINESS

- **Updates on Initiatives –** Attendees discussed:
    - How things have been going with the program. Currently 23 libraries are participating. More are always welcome to join. Contact Nic if you wish to participate.
    - How long do Libraries participating keep their hold/reserve items on the shelf? Most said 1 week. It would be helpful if all participating libraries consider a week if they currently do not.
    - New Item Reciprocal Lending Program
        - Program needs a name- Brainstorm names for this program. Send any suggestions to Nic. email gunningn@stls.org

        - **<u>Participating libraries</u>**
            - Addison
            - Alfred
            - Almond
            - Andover
            - Angelica (Starting with next round)
            - Avoca
            - Bath
            - Belfast
            - Belmont
            - Branchport
            - Canaseraga
            - Cohocton
            - Corning
            - Cuba
            - Fillmore
            - Friendship
            - Hammondsport (Starting with next round)
            - Jasper
            - Little Genesee
            - Penn Yan

- Prattsburg
- Scio
- Wellsville

- **Old Business**
  - NYS Mandate Sexual Harassment Training –
    - STLS has a training Dec. 4th the afternoon session still has some openings. Registration can be made on the STLS calendar
    - Attendees asked a question about volunteers regarding the mandated trainings. STLS will have a more formal statement regarding this once the state gives a response. Participants discussed the positive side of having volunteers attend training.
  - Fine and fee forgiveness-
    - Brian had a prepared statement regarding Fines and Fees and Debt collection. This will be covered at more length at the next DAC meeting Please See the attached statement.
- **New Business**
  - Election of Officers

From By-laws-All terms of office will be one year from January 1st to December 31st, not to exceed three consecutive terms. The Nominating Committee will present a slate of officers annually at the final scheduled meeting of the year.

The below slate was nominated and approved- motion to accept Marcia 1st 2nd by Roxanne

- Chair
  - Nominations- Nic Gunning (Wellsville)
- Vice Chair-
  - Nominations- Owen Frank (CCLD)
- Secretary
  - Nominations- Pauline Emery (Corning)

  - Opening Seats
    - 0-1,999 (Carrie Jefferds, Belmont/Allegany County)
    - 2,0000-4,999 (Justin Zen, Avoca and Prattsburg/Stueben)
    - 15,000+ (Angela Gonzalez, Penn Yan/Yates)
    - At Large (Vacant)
      Stephen Salino (Watkins) was asked to consider this vacancy. This will be discussed again at the next DAC meeting.

  - Dates and Locations for 2019 meetings
- **Central Library Report-** No Central Library report was given
- **STLS Director's Report- (See the Overdrive document below under- Brian has provided statements within this document)**
  - It will be important for all Directors to review this document and keep in mind Cost Share contributions when those discussions and planning take place in the future.

- **General Updates**
  - From STLS Consultants
    - **<u>Erika Jenns will discuss Overdrive</u>**: Please review the below document-

Further discussion on overdrive collection development is needed and will continue. If you have any questions or suggestions please email Erika at STLS.

Upon discussion Erika will provide listed patron recommended e-materials that currently are not being purchased. This will allow each library to consider purchasing some of the e-recommendations.

jennse@stls.org

Over Drive Discussion:

1. Where are we headed with the OverDrive collection?
    a. What is our goal for the collection?
        i. Maintain a collection of popular titles – read often, lots of holds
        ii. Or, add more depth to the collection – some users have suggested that our collection is made up of only popular titles, nothing of interest
    b. What is our plan for addressing **holds** in the future?
        i. Currently, we try to keep the holds ratio at 7:1 – seven holds per one copy. However, there are cases where we have purchased 4+ copies and still can't keep the ratio at 7:1. What is our limit for number of copies we will purchase to address high holds?
        ii. We spent approximately $14,800 on ordering additional copies of titles with high holds ratios in the last year.
    c. How will we address **recommendations** going forward?
        i. Currently, we purchase a title if 3+ people have recommended it. However, keeping up with holds has taken precedent, so recommended titles are not getting purchased. Thoughts? Should recommendations get purchased more often?
        ii. We spent approximately $4,500 on purchasing recommended titles in the last year.

d. How will we address **expiring** titles?

    i. Right now, I reorder expiring titles if there are holds on them - even if it's just one hold. This means that in some cases, we are repurchasing a title just for one patron to read it/listen to it, when a physical copy might exist in a member library. If I don't repurchase the title, OverDrive does not notify the patron to explain why they have been removed from the holds list. This has caused confusion and dissatisfaction in the past. Should we change the number of holds on an expiring title to 3 holds per title in order to reorder?

    ii. We spent approximately, $3,800 on reordering expiring titles that still had holds on them in the last year.

e. Will we increase **cost share**? Cost share negotiations will happen in 2019. Each of these factors will likely be part of the conversation.

Brian's comments about eBook & Downloadable Audiobook contributions through Cost Share. Feel free to share and read verbatim. Call or write Brian with questions…

- Member-wide contributions to Overdrive became part of Cost Share in 2014 to ensure all 44 libraries were contributing "something" to the Overdrive collection. From 2008 - 2013 only 10-12 libraries were purchasing titles. Directors wanted to establish an equitable formula based on member library circulation statistics, which would hopefully capture community usage and represent a reasonable contribution from each library.

- The first established rate (2014-2016) for member library contributions to Overdrive was based on $1.00 per circulation transaction taking into account 2013 circulation figures. This established an annual system-wide budget of roughly $55,000 per year for eBooks and Downloadable Audio. The library system's 2 largest libraries, CCLD & SSCL, shared the responsibility of collection development on behalf of all member libraries. STLS' also does some purchasing.
- In 2016 when the current Cost Share structure was established (2017 – 2019), member libraries agreed to a revised and reduced rate of .62 cents per circulation transaction taking into account 2015 figures. This maintained an annual system-wide budget of roughly $58,000 per year for eBooks and Downloadable Audio Books. The budget would have doubled member libraries' Overdrive contributions if the rate stayed at $1.00 per circulation transaction because Overdrive usage has continually grown. This rate would have also allowed for more investment in eBooks and audio books.
- In 2019, STLS will facilitate Cost Share discussions for 2020 – 2022. Some things to consider… (1) STLS pays $12,000 annually in platform fees to host Overdrive. This has always been the case, and the funds come straight out of STLS' operating budget, (2) Overdrive buying power has decreased since 2014 because of the reduced member rate of .62 cents per transaction, increased title costs and growing circulation. The system would invest roughly $104,583 in eBooks and Downloadable Audiobooks if it used the

rate of $1.00 per transaction taking into account January – November 2018 transactions, but only $64,841 if it used the current rate of .62 cents per transaction. Hopefully, directors will consider this information along with Overdrive growth and usage when participating in 2019 Cost Share discussions.

Recommendations

To see important information about this report, vist this help article.

Chart by	Title
Date	Last 30 days
Branches	All Branches
Formats	All formats
Holdings	Not in collection

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	Title (594)	Recommendations (659)	Recommendations (chart)
1	Past Tense: A Jack Reacher Novel	10	
2	Where the Crawdads Sing	8	
3	Becoming	6	
4	Where the Crawdads Sing	4	
5	Long Road to Mercy	4	
6	A Spark of Light: A Novel	4	
7	Elevation	4	
8	The Meltdown: Diary of a Wimpy Kid Series, Book 13	3	
9	Kingdom of Ash: Throne of Glass Series, Book 7	3	
10	Kitchen Confidential: Adventures in the Culinary Underbelly (una...	2	
11	Lamb: The Gospel According to Biff, Christ's Childhood Pal	2	
12	Tales of the City: Tales of the City Series, Book 1	2	
13	Unwritten: A Novel	2	
14	A Room Full of Bones: Ruth Galloway Mystery Series, Book 4	2	
15	Percy Jackson's Greek Gods	2	
16	Water from My Heart: A Novel	2	
17	Michelle Obama: A Life	2	
18	Percy Jackson's Greek Heroes	2	
19	Long Way Gone	2	
20	The Girl with the Red Balloon: The Balloonmakers Series, Book 1	2	
21	A Court of Wings and Ruin: A Court of Thorns and Roses Series, ...	2	
22	Summoned to Thirteenth Grave: Charley Davidson Series, Book 13	2	
23	The Kinship of Secrets	2	
24	Christmas on the Island: A Novel	2	
25	Holy Ghost: Virgil Flowers Series, Book 11	2	

Circulation activity

To see important information about this report, vist this help article.

Checkouts by Branch

Checkouts by	Branch
Borrowed from	All
Branches	All Branches
Formats	All formats
Languages	All
Audiences	All audiences
Ratings	All ratings
Subjects	All
Date	1/1/2018 to 11/26/2018
Lending model	All lending models
Website	Standard and mobile

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	Branch (47)	Checkouts (104,583)	Checkouts (chart)
1	Corning	21,453	
2	Elmira	15,498	
3	Horseheads	9,892	
4	Penn Yan	7,375	
5	Wellsville	5,966	
6	Watkins Glen	4,074	
7	Bath	3,951	
8	Hornell	3,820	
9	Fillmore	3,139	
10	Cuba	3,079	
11	Dundee	2,801	
12	West Elmira	2,197	
13	Wayland	2,078	
14	Big Flats	2,038	
15	Hammondsport	2,013	
16	Branchport	1,747	

Current Waiting List

To see important information about this report, vist this help article.

Last updated November 26, 2018 11:18 AM ET

Users on waiting list by format

Audiobook	1,003
eBook	1,807
Total	2,810

‡ For licensed titles, the holds ratio is: Holds / ("Own" column + ["Lic. left" column / Licenses per unit])

Average wait time - current	47.2 days
Average wait time - historical	19.53 days
Branches	All Branches
Website	Standard and mobile

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	Title	Edition	Creator	Publisher	ISBN	Format	Street date	Own	Lic. left	Lic. used	CPC	SU	Holds	Ratio
1	Nine Perfect Strangers: A Novel		Liane Moriarty	Macmillan Pu...	9781250069...		11/06/2018	0	50	2	N	N	55	55‡
2	Look Alive Twenty-Five: Stephanie Plum Series, B...		Janet Evano...	Penguin Gro...	9780399179...		11/13/2018	1	-	-	N	N	48	48
3	Every Breath		Nicholas Spa...	Hachette Dig...	9781538748...		10/16/2018	1	-	-	N	N	45	45
4	The Reckoning: A Novel		John Grisham	Random Hou...	9780385544...		10/23/2018	1	-	-	N	N	43	43
5	Fear: Trump in the White House		Bob Woodwa...	Simon & Sch...	9781501175...		09/11/2018	1	-	-	N	N	40	40
6	Then She Was Gone: A Novel (unabridged)	Unabridged	Lisa Jewell, ...	Dreamscape ...	9781520098...		04/24/2018	2	-	-	N	N	69	34.5
7	The Tattooist of Auschwitz: A Novel		Heather Morris	HarperCollin...	9780062797...		09/05/2018	0	22	4	N	N	33	33‡
8	Dark Sacred Night: Renée Ballard Series, Book 2		Michael Con...	Hachette Dig...	9780316486...		10/30/2018	1	-	-	N	N	31	31
9	Look Alive Twenty-Five: Stephanie Plum Series, B...	Unabridged	Janet Evano...	Books on Tape	9780525501...		11/13/2018	1	-	-	N	N	26	26
10	Unsheltered: A Novel		Barbara King...	HarperCollin...	9780062684...		10/16/2018	0	24	2	N	N	26	26‡
11	Girl, Wash Your Face: Stop Believing the Lies Abo...		Rachel Hollis	Thomas Nels...	9781400201...		02/06/2018	0	40	12	N	N	50	25‡
12	Past Tense: Jack Reacher Series, Book 23 (unabri...	Unabridged	Lee Child, Sc...	Books on Tape	9781524774...		11/05/2018	1	-	-	N	N	25	25
13	Then She Was Gone: A Novel		Lisa Jewell	Simon & Sch...	9781501154...		04/17/2018	1	-	-	N	N	25	25
14	Fear: Trump in the White House (unabridged)	Unabridged	Bob Woodwa...	Simon & Sch...	9781508240...		09/11/2018	1	-	-	N	N	24	24
15	Girl, Wash Your Face: Stop Believing the Lies Abo...	Unabridged	Rachel Hollis...	Thomas Nels...	9781400201...		02/06/2018	2	-	-	N	N	48	24
16	Crazy Rich Asians: Crazy Rich Asians Series, Boo...		Kevin Kwan	Random Hou...	9780385536...		06/11/2013	2	-	-	N	N	38	19
17	The President Is Missing: A Novel (unabridged)	Unabridged	Bill Clinton, J...	Blackstone A...	9781549143...		06/04/2018	3	-	-	N	N	52	17.333
18	Juror #3	Unabridged	James Patter...	Blackstone A...	9781478976...		09/17/2018	1	-	-	N	N	16	16
19	Becoming		Michelle Oba...	Random Hou...	9781524763...		11/13/2018	1	-	-	N	N	15	15
20	The Outsider: A Novel		Stephen King	Simon & Sch...	9781501181...		05/22/2018	2	-	-	N	N	28	14

2. CCLD Help Desk flyers – coming out soon & Ask A Lawyer service from

   SCRLC – Coming January 2019

- Erika Discussed- E-DESK – for staff reference assistance – this service is for Library STAFF ONLY. More information will come to you via delivery in January. Staff are encouraged to call Steele/CCLD to garner reference help. This service is paid for with Central Library Funds.
- Ask a Lawyer Service is free for library staff when assisting patrons. It is offered by South Central Regional Library Council. https://scrlc.org/Services/Ask-the-Lawyer

- Word Press Workshop will be provided Monday Dec. 17 – sign up using the STLS events calendar
- Annual Report Party and they do mean PARTY- will be provided at Howard Feb. 5th –sign up using the STLS events calendar

Katurah from STLS presented: As you may be aware, the Southern Tier Library System participates in New York State's Adult Literacy Library Services program to help library systems and libraries offer services to improve adult literacy on the job and in the home. The program theme is "Workforce Development at New York Libraries through Public Library Systems." NY State public libraries support adult learners and job seekers by providing free access to a wide range of library materials in different formats, different languages and at different reading levels.

This year, STLS used the funds from the Adult Literacy program in two ways: in Allegany County the funds were used for the libraries to host a very successful and well-received joint job fair; in Chemung, Schuyler, Steuben, and Yates Counties the funds were used to purchase materials for the circulating collections of these member libraries on the topics of employment, workforce development, job seeking, resume writing, skill building, and other such topics.

Member libraries in Chemung, Schuyler, Steuben, and Yates Counties will soon receive some new books purchased with these funds which have been processed and cataloged at STLS and are shelf-ready. I selected the materials, and Pam, Mandy, and Kylie all worked hard to get them ready to circulate. I tried to purchase books on a variety of topics relating to employment, skills, education, training, and lifeskills.

I hope the materials will be used across and around the STLS system, as they were purchased for the use of the entire library system. I encourage you to promote them on your "New Book" shelves and displays, in newsletters, and on Facebook or other social media. I know how difficult it can be to purchase nonfiction titles when working with small collection development budgets. I hope these materials will help you supplement your collections with materials which are needed and used, but sometimes neglected in order to purchase the more popular hot authors and titles.

If you have a question about these books or the Adult Literacy Library Services program, please feel free to let me know.

Also Save the Date for these 2 Library Maker Fairs- all libraries are encouraged to have a booth and activity. Let's support each other and have fun! These events are also on the STLS event calendar.

Saturday March 30th S. Tier Maker Wellsville-

Saturday April 27th Twin Tiers Maker @ Corning Community College, Corning NY

Next meeting: Weds. Jan. 30th @ Hammondsport

- From Directors- a quick discussion ensued regarding processing and things seem to be going smoothly for the transition with a few hick ups but things are moving forward.

- **Adjournment- 10:30 Roxanne 1st- 2nd Owen- all in favor- done!**

2019 Meetings: Bi-monthly, last Wednesdays, 9:30 am
Locations TBA