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:
  o 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.
  o 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.
  o New Item Reciprocal Lending Program
    ▪ Program needs a name- Brainstorm names for this program. Send any suggestions to Nic. email gunningn@stls.org

  ▪ Participating libraries
    • 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
  o 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.
  o 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
  o 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)
  o Opening Seats
    ▪ 0-1,999 (Carrie Jeffers, 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.

  o 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
  o From STLS Consultants
    ▪ Erika Jenns will discuss Overdrive: 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.

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.
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](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