

MID-HUDSON LIBRARY SYSTEM
Central Library / Collection Development Advisory Committee Meeting

Date: 2/20/15

Location: MHLS Auditorium

Committee members attending:

- Emily Chameides (Columbia)
- Julie Spann (Dutchess)
- Casey Conlin (Dutchess)
- Sue Ray (Greene)

- Kathleen McLaughlin (Putnam)
- John Giralico (Ulster)
- Margie Menard (Ulster) - Chair

MHLS Staff Attending: Merribeth Advocate, Tom Sloan

Others Attending: Tom Lawrence, Deb Weltsch, PPLD

Minutes from 1/21/14 were reviewed and approved by Margie M., seconded by Julie S.

Discussion Items:

1. **Review and Edit Central Library Development Aid / Central Book Aid Budget.**
 - a. Unused contingency funds from 2014 budget will be used to purchase nonfiction eBooks in OverDrive.
 - b. Merribeth A. will get a quote from Syndetics for DVD and Music cover images for catalog, and look into fixing the wrong image covers that pop up now for these materials.
 - c. Margie M. motioned to approve the 2015 Proposed Central Library Development Book Aid Budget with the revision of removing staff time for Core Competencies. Julie S. seconded and the committee agreed unanimously.
2. **Physical Collection Analysis and Use.**
 - a. In response to falling circulation numbers at most libraries in the system, member libraries will be provided with ready-to-use lists of books and materials that have not been circulating. These lists will be Excel files that will include both simple, easy to understand data as well as a more robust dataset for libraries that wish to analyze and manipulate the data on their own.
3. **Training Provide by Central Library Staff.**
 - a. Hands-on workshops will be held at MHLS that will teach Excel at both Basic and Advanced Levels to help directors and library staff use Excel and Createlists in Collection Development decisions.
4. **Databases and eResources.**
 - a. Review of database use shows that most databases are seeing good use and the committee recommends keeping them all.
 - b. Deb W. will review free databases that can be added to Encore and report back to the committee on their usefulness and whether they should be added.
5. **OverDrive**
 - a. Circulation of eBooks and eAudioobooks continues to grow with bestselling fiction and nonfiction being the most popular.
 - b. There was a dramatic increase in libraries purchasing eBooks directly from \$3,205 in 2013 to \$24,837 in 2014. MHLS will provide workshops on eBook purchasing through OverDrive for staff and directors interested in purchasing their own eBooks.
 - c. Average wait time for an eBook or eAudiobook is around 14 days. This number hasn't changed much despite increased use of the eBook collection and flat contribution from member library fees. It should be noted that this wait time is shorter than other library systems.

- d. Merribeth A. will examine eBook circulation, patron demand for eBooks, and the cost to meet this demand, and report back to the committee on how best to adjust funding for eBooks and policy for purchasing.
- e. OverDrive's Recommend to Library feature was discussed, but it will not be put in place at this time.

6. Impact of Cardholder Expiration Dates on OverDrive Service.

- a. As the point of contact on the OverDrive Support page, MHLS Tech Support receives a lot of emails from patrons who need help using digital materials. A lot of these emails (possibly up to 10 per week) come from patrons with expired library cards. Currently, MHLS Tech Support can only refer these patrons to their local library to update their card. This inaction on the part of MHLS Tech Support can be frustrating for a patron whose local library isn't open, or won't be open for a couple days, as they will lose their hold if the card is not renewed. The committee recommends MHLS Tech Support be empowered to extend the expiration date of any cardholder for a period of 10 days as long as that cardholder does not owe more than \$10 in fines.

Margie M. moved to adjourn and Julie S. seconded at 1:00 PM.

DA New Business: Empower MHLS Tech Support to Extend Cardholder Expiration Dates for 10 Days.

Background: As the point of contact on the OverDrive Support page, MHLS Tech Support receives emails from patrons who need help using eBooks. A lot of these emails (possibly up to 10 per week) come from patrons with expired library cards. Currently, MHLS Tech Support can only refer these patrons to their local library to update their card.

Issue: This inaction on the part of MHLS Tech Support can be frustrating for a patron whose local library isn't open, or won't be open for a couple days, as they will lose their hold if the card is not renewed.

Recommendation: MHLS Tech Support should be empowered to extend the expiration date of any cardholder for a period of 10 days as long as that cardholder does not owe more than \$10 in fines.

Next Meeting: Tuesday, April 14

Minutes recorded by Casey Conlin