

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

**Date:** September 20, 2016

**Location:** MHLS Auditorium

**Committee members attending:**

- Emily Chameides (Columbia)
- vacant* (Dutchess)
- Daniela Pulice (Dutchess)
- Jake Widrick (Greene)

- Michele Capozzella (Putnam)
- Margie Menard (Ulster)
- Tracy Priest (Ulster)
- Merribeth Advocate (MHLS)

**Staff Attending:** Casey Conlin (PPLD), Deb Welch (PPLD), Tom Sloan (MHLS)

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Meeting called to order at 10 by Margie Menard who also made a motion to accept the minutes, which was seconded by Tracy. Motion passed.

**Discussion items:**

1. Tom L. presented the proposed 2017 Central Library Budget. He also presented the 2016 budget to show how overall expenses aligned with expectations. After a Q&A Margie recommended the proposed plan be approved for 2017. Tracy seconded and the motion passed unanimously.
2. Tom L. mentioned that when resources are purchased with state funds for the system (such as Consumer Reports), MHLS could craft a recognition statement when sending out the link for member libraries to use, as a way of making state advocacy easier for member libraries.
3. Due to the upcoming renewal of TERC and Chilton's databases, there was much discussion as to database use and its lack thereof. By not renewing, there is a potential to have up to \$17K to spend on other databases. Merribeth will be checking to see if Gale will allow us to renew one without the other without a price increase. Committee reps should ask their fellow county libraries if there are any other databases they feel passionate about, or if they would like to keep these two. Some alternatives considered were ReferenceUSA and Ancestry.com. Deb will be compiling a list of test prep/study guides and how well they circulate since that is the point of TERC.
4. Some member libraries would feel more comfortable with Overdrive purchase requests if the name of the patron were given at the time of the request. The committee agreed that the patron name and barcode should be added. Tom L. asked if text could accompany the recommendation to the library receiving the request reminding them that if the request is of a nonfiction nature it can be forwarded to Tom at the Central Library.
5. There was a long, long discussion about Overdrive purchasing. Our current guidelines, without an increase in funding, do not allow purchases all year long. Our current wait time for a title has risen from 14 days to 22 days. Even with additional funding for the program from MHLS 2016 unassigned funds, the current guidelines for new titles plus holds fulfillment cannot be met. MHLS presented a

picture of how funding currently stands (Working Paper on OverDrive Circulation and Budget – attached) and will come back with a prospectus for sustainable options for going forward.

6. The committee reviewed Zinio stats and it was decided that as a help to member libraries. Merribeth will continue to generate usage statistics and Tom L. will assist her in streamlining the process.
7. Tom L. reported on visits that he has done and is scheduled to do on behalf of Central Library in letting member libraries know the services that they can provide. This training should be done every few years due to staff turnover. At the next meeting we should have feedback from Tom regarding what types of training people would like to see.

Meeting adjourned 12:40 pm.

Minutes Submitted by Daniela Pulice

Next meeting to occur on November 29<sup>th</sup> at 10 am in the MHLS Auditorium

# Working Paper on OverDrive Circulation and Budget

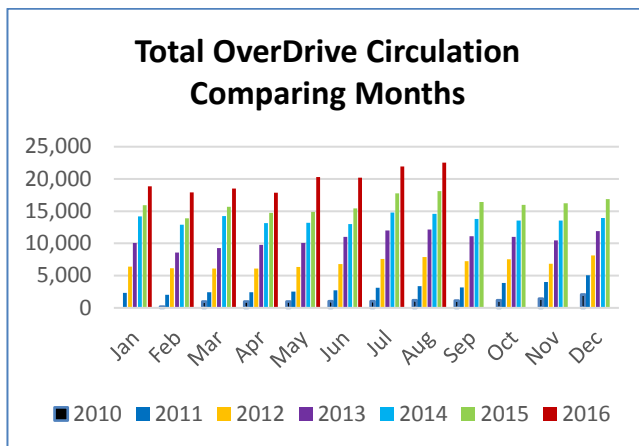
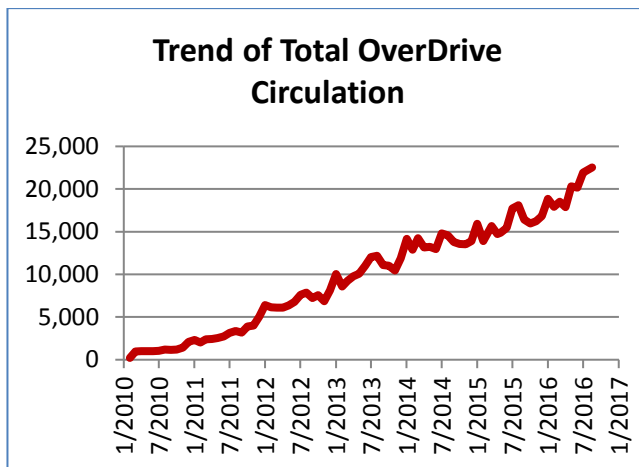
## Executive Summary:

This document provides the background/foundation working assumptions about OverDrive use and funding. This provision of eBooks and eAudiobooks through a central portal for all MHLS library patrons was established in 2010 and has proved highly successful as measured by patron demand, with circulation increasing each year. Currently, the MHLS OverDrive Collection Development Guidelines<sup>i</sup> for the cost-share funds<sup>ii</sup> cannot be followed because it dictates a standard of new titles plus holds fulfillment that cannot be supported by the current funding. The MHLS Central Library/Collection Development Advisory Committee will use the information in this working paper to develop a proposal on sustainable OverDrive service, funding and operations.

## 1. Working Assumptions

### a. Patron Use

- i. The OverDrive service as established in 2010 has proved highly successful as measured by patron demand.



ii. Annual increase in circulation for 2010-2016

	Total eBook <sup>iii</sup> circulation	% increase in eBook circulation	eAudio circulation	% increase in eAudio circulation	Total (eBook & eAudio) OverDrive circulation	% increase in total circulation
2010	1,058		11,490		12,548	
2011	24,070	2175%	17,722	54%	41,792	233%
2012	67,573	181%	20,265	14%	87,838	110%
2013	105,450	56%	25,997	28%	131,447	50%
2014	134,896	28%	32,871	26%	167,767	28%
2015	149,563	11%	44,871	37%	194,434	16%

iii. Current collection development policy for cost share funds identifies patron use primarily as:

1. eBook and eAudio formats
2. Bestselling and popular adult fiction, purchased on an ongoing proactive basis through:
  - a. Referencing resources for development of popular collections (ex: NYT Bestseller list, EarlyWord)
  - b. Monthly searches in the OverDrive catalog of new popular titles available.
3. Additional copies of titles purchased when the holds ratios are above 4.5.
4. Patron-driven acquisition model for titles that have timed out (in collection & 0 days remaining, or in collection & 0 checkouts remaining) - only repurchase those with holds.

b. Funding

i. Funds received by MHLS for OverDrive

	Member Libraries cost-share % of total	Central Library % of total <sup>iv</sup>	MHLS Funds % of total	County Associations % of total <sup>v</sup>	Member Library donations % of total <sup>vi</sup>	NYS Outreach	Grant Funds	Other	Total
2010	59%	36%	0%	0%	1%	0%	4%	0%	\$49,863
2011	57%	36%	0%	0%	0%	0%	6%	1%	\$56,757
2012	39%	35%	0%	8%	6%	3%	9%	0%	\$77,722
2013	40%	30%	0%	5%	10%	9%	5%	0%	\$66,984
2014	32%	36%	0%	9%	6%	12%	4%	0%	\$85,164
2015	30%	28%	10%	16%	3%	10%	2%	0%	\$111,547

ii. Funds spent from all sources on OverDrive purchases

	MHLS Direct Purchasing <sup>vii</sup>	% of purchasing	Central Library Direct Purchasing <sup>viii</sup>	% of purchasing	Library & County Direct Purchasing <sup>ix</sup>	% of purchasing	Total	% Change
2010	\$40,836	100%	\$0	0%	\$0	0%	\$40,836	
2011	\$42,230	100%	\$0	0%	\$0	0%	\$42,230	3.41%
2012	\$54,140	90%	\$0	0%	\$6,334	10%	\$60,474	43.20%
2013	\$68,880	96%	\$0	0%	\$3,206	4%	\$72,086	19.20%
2014	\$64,869	72%	\$596	1%	\$24,240	27%	\$89,705	24.44%
2015	\$89,063	61%	\$23,929	16%	\$33,868	23%	\$146,859	63.71%

<sup>i</sup> <http://da.midhudson.org/wp-content/uploads/2016/01/new-MHLS-OverDrive-Collection-Development-Guidelines.pdf>

<sup>ii</sup> Part of the annual eResources package approved annually by the MHLS Directors Association <http://da.midhudson.org/>

<sup>iii</sup> This is a total of the OverDrive ‘Circulation Activity’ report and the ‘Project Gutenberg Activity’ report.

<sup>iv</sup> Includes platform fee.

<sup>v</sup> 2013: GCLA \$2,000; UCLA \$3,993 | 2014: UCLA \$8,002 | 2015: GCLA \$4,000; UCLA \$13,501

<sup>vi</sup> 2010: Highland Library \$500 | 2012: \$4,000 Kingston Library; \$500 Kinderhook Memorial Library; \$374 PPLD | 2013: Highland Library \$500; Pine Plains Free Library \$1,200; Howland Public Library \$1,000; Kingston Library \$4,000 | 2014: Pine Plains Free Library \$1,200; Catskill Public Library \$1,365; Kingston Library \$3,000 | 2015: Chatham Public Library: \$261; East Fishkill Community Library \$21; Roeliff Jansen Community Library \$51; Pine Plains Free Library \$1,000; Highland Library \$500; Kingston Library \$2,000.

<sup>vii</sup> Includes Billing Account: Foundation for Hudson Valley Libraries - 2012: \$349 | 2014: \$54 | 2015: \$52

<sup>viii</sup> Poughkeepsie Public Library System Billing Account used for purchasing through NYS Central Library Development Aid funds, NYS Central Book Aid funds, and PPLD funds.

<sup>ix</sup> Billing Accounts: 2012: Highland Library \$345; UCLA Portal \$5,989 | 2013: Beekman Library \$1,196; Highland Library \$369; PCLA (Putnam County Library Association) \$1,641 | 2014: Beekman Library \$3,346; Grinnell Public Library District \$168; Highland Library \$282; Kent Public Library \$2,127; LaGrange Association Library \$973; Marlboro Free Library \$953; Millbrook Free Library \$360; Pawling Free Library \$141; PCLA (Putnam County Library Association) \$11,189; UCLA Portal \$4,369; West Hurley Public Library \$333 | 2015: Beekman Library \$1,410; Brewster Public Library \$137; Cairo Public Library \$176; Chatham Public Library \$247; Desmond-Fish Library \$121; East Fishkill Community Library \$349; Grinnell Public Library District \$700; Heermance Memorial Library \$54; Highland Library \$1,054; Hyde Park Free Library \$401; Kent Public Library \$1,578; LaGrange Association Library \$783; Mahopac Public Library \$1,025; Marlboro Free Library \$1,351; Millbrook Free Library \$932; Patterson Library \$102; Pawling Free Library \$292; PCLA (Putnam County Library Association) \$7,237; Pleasant Valley Free Library \$607; Sarah Hull Hallock Free Library \$124; Saugerties Public Library \$2,689; Stone Ridge Library \$40; Town of Esopus Library \$117; UCLA Portal \$11,817; West Hurley Public Library \$419; Woodstock Public Library District \$106.