

MontanaLibrary2Go Annual Meeting

Minutes

Saturday, April 11, 2015 2:00pm

Montana Library Association Annual Conference, Bozeman

Present: Billings Public Library; Boulder Community Library; Bozeman Public Library; Glendive Public Library; Great Falls Public Library; Joliet Public Library; Lewis and Clark Library; Manhattan Community Library; Missoula Public Library; Plains Library District; Rosebud County Library; Roundup School-Community Library; Valier Public Library; Wedsworth Memorial Library.

Executive Committee present: Annie Alger; Stef Johnson; Susie McIntyre (chair), Cara Orban (ex officio).

Susie McIntyre called the meeting to order and took attendance.

ACTION ITEM: Dawn Kingstad (Glendive) made a motion to accept the 2014 minutes and the membership approved.

Cara Orban provided an overview of the terms of the OverDrive contract renewal which went into effect in FY15 (July 1, 2014). This is a six year renewal period, renewable annually at the option of the State. The annual hosting fee for the consortium remained flat at \$12,000 for the first seven years of the contract (six years plus the first year of renewal). During this time, the consortium grew from 15 members to 89 members, shrinking its hosting costs from \$800 per library (15 libraries) to \$135 per library (89 libraries). In this six year renewal period, the hosting cost does not exceed \$450 per library for 89 libraries. There are only 10 public libraries in the state which are not currently a part of MontanaLibrary2Go, and if some of them join, the "cost per library" average will also drop.

Orban shared FY15 statistics and budget figures to date:

As of April 11, MontanaLibrary2Go patrons had access to 17,942 titles and 23,806 copies; 1,008 metered access titles and 1,954 metered access copies.

Libraries in the top tier in the proposed FY16 budget are paying less than \$0.68 per book; Libraries in the bottom tier are paying about \$0.21 per book.

Actual amount spent on content, FY12 - present:

- In FY12 (11-12): \$159,876 (\$105,525 raised through enrollment after 25% increase; \$34,573 in donations)
- In FY13 (12-13): \$177,906 (\$122,500 raised through enrollment fees; \$15,830.89 in donations)
- In FY14 (13-14): \$179,191 (\$136,931 raised through enrollment fees; \$37,743 in donations)
- In FY15, the consortium collected \$154,635 from membership fees. There is a decrease in the total content budget for FY16 owing to a drop in patron counts reported by libraries.

In addition, the consortium has contributed \$45,765 in donations, for a total of \$200,400 collected for content and MARC records (5%) for FY15.

Library Services and Technology Act (LSTA) budget update:

- A reduced amount of federal LSTA was available for Statewide Projects this year, but the Commission did approve an increase in support for the hosting fee, from \$12,000 to \$18,000, representing half of that total amount. The membership agreed to cover the other half of the hosting fee. Susie McIntyre quickly secured an anonymous donation through Great Falls Public Library to cover that half of the hosting fee. Thank you, Susie!
- Remaining FY14 LSTA for new library participation fees (\$1,500, enough for 1 new library) – must be spent before September 30.
- A line in the federal FY15 LSTA statewide projects budget for \$4,500 was approved by the Commission at its April 8 meeting, which is enough for three new libraries and which must be allocated before September 30, 2016.

For the FY16 budget, Orban explained that, because invoicing will be issued through OverDrive and not through the MSL business office, the 4% administrative fee to MSL that was paid in FY15 will not need to be paid in FY16, which will save approximately \$6,000.

ACTION ITEM: McIntyre presented the FY16 budget draft to the membership as proposed by the Selection Committee and recommended by the Executive Committee. Members discussed the percentage of funds devoted to development of the young adult and juvenile collections. It was ultimately decided to leave those percentages as is for FY16. In response to an inquiry from Carrie Terrell (Plains) regarding subject-specific donations, the Executive Committee will create a donation policy to help provide guidance to member libraries when such gifts are offered. Honore Bray (Missoula) made the motion to accept the FY16 budget as presented, and the membership approved.

ACTION ITEM: McIntyre introduced the proposed FY16 draft cost share formula to the membership. This formula implements a 5% cost increase. Dale Alger (Roundup) made the motion to accept the cost share formula as presented, and the membership approved.

McIntyre told the membership that the Executive Committee would be looking at the cost share formula and soliciting feedback from the membership regarding different scenarios for meeting the increasing need for content as well as its obligation to cover part of the annual hosting fee. Honore Bray suggested that a Request for Information could provide some means of comparing MontanaLibrary2Go's contract and budget with other consortium models available through different vendors. Orban will coordinate this effort through the State Procurement Bureau and will provide this information to the membership when available.

ACTION ITEM: Two seats were open for re-election on the MontanaLibrary2Go Executive Committee, and two members were nominated: KellyAnne Terry (representing medium libraries) and Stef Johnson (the at-large representative). The membership present voted to re-elect both committee members. Terry will serve her third and final term on the committee, and Johnson will serve her second.

ACTION ITEM: McIntyre reminded the membership of the discussion in 2014 regarding checkout period options, and the vote whether or not to include a 21 day checkout period. That vote was tabled pending further information. In August 2014, an end-user survey was posted on the MontanaLibrary2Go website and 100 users responded. The vote was closely divided between those who favored the 21 day option, understanding that it may result in longer wait times for holds, and those who preferred to loan a book for 7 or 14 days and probably keep holds wait times shorter. The membership discussed the potential merits and detriments of this option, but ultimately the item was once again tabled.

McIntyre also shared the Selection Committee's decision to increase the holds ratio from 5:1 to 10:1 in order to free up some of the content budget to purchase new content. She explained that the committee could easily spend its entire budget on fulfilling holds and patron requests, but that, in order to maintain a fresh and dynamic collection, the committee decided it would be best to reduce the total number of additional holds items purchased.

McIntyre and Karla Ritten described the Selection Committee's new procedure for eliminating expired metered access titles from the MontanaLibrary2Go website. The other piece to this procedure is to inform library members outside of the Montana Shared Catalog of this weeded title list so that they can remove the titles from their catalogs, if applicable. Otherwise, the records would link to unavailable items and would be confusing to end users. Montana Shared Catalog libraries' expired title records will be removed for them by MSC staff. If titles are reintroduced to the collection at any point in future, Montana State Library has those MARC records stored and can provide them to any member library on request. Kingstad expressed her appreciation for the work of the Selection Team.

Orban requested that any libraries outside of the MSC send her the contact information for their catalog administrators so that they can receive these weeded title reports in a timely manner.

Sarah McHugh spoke to the MSC libraries present to explain the process for sharing MARC records among MSC – MontanaLibrary2Go consortium libraries and school libraries with standalone OverDrive collections – and to secure their approval. When an MSC school library with an OverDrive contract purchases the same title that has also been purchased by the MontanaLibrary2Go consortium, the OCLC record purchased for that title by the school library can overlay the MTLib2Go bib in the MSC catalog. The MSC MTLib2Go libraries understand that "their" 856 tag will remain in place in the overlay. This item will also be addressed at the MSC annual membership meeting.

Annie Alger introduced the possibility of an opt-in group for the e-magazine service, Flipster, which is an EBSCO service. Missoula Public Library plans to subscribe and could serve as fiscal agent if other libraries, MontanaLibrary2Go members or otherwise, would be interested in investigating whether a group discount would be feasible. Orban will also contact EBSCO to gather more information on possible discounts as part of the statewide contract, and will share this with Alger and the membership, as well as with other libraries through the WIRED listserv.

McIntyre asked for any final comments and Orban reminded the membership about the services available to qualified low-vision or blind Montana residents through the Montana Talking Book Library (<http://tbl.msl.mt.gov/>). MTBL offers downloadable audio and Braille services (including free loan of

players and accessories). This service is for Montanans who qualify because they can no longer read standard print materials due to either blindness, low vision, a physical disability (cannot hold a book or turn a page) or a reading disability (such as dyslexia, brain injury or other condition from an organic dysfunction of sufficient severity as to prevent reading print material in a normal manner). Library staff are encouraged to visit this page or contact MTBL directly for additional information.

McIntyre adjourned the meeting.

Minutes submitted by Cara Orban