

Southwest Michigan Digital Library  
Steering Committee Meeting Minutes  
September 25, 2018  
2:00 pm at Coloma Public Library

**Attendance**

Sara Weyenberg, Ransom District Library  
Sarah Eisele, St. Joseph Public Library  
Stephanie Masin, St. Joseph Public Library  
Faith Wolbers, Coloma Public Library  
Jenny Combs, South Haven Library  
Angela Black, Otsego District Public Library  
Anne Rapp, Augusta Library  
Erin Van Gelder, Sturgis Library

Sharon Croster-Toy, Watervliet District Library  
Tim Wiggins, Cass District Library  
Kristina Knezic, Berrien Springs Community Library  
Matt Weston, Dowagiac District Library  
Barb Insidioso, Van Buren District Library  
Kat Boyer, Benton Harbor Public Library  
Gretchen Evans, Bridgman Public Library

**1. Steering Committee**

It was discussed that each member library should make sure that the Steering Committee Coordinator knows who the representative on the Steering Committee is for each library and that contact information is current and up to date.

**2. Collection Development Policy**

Gretchen pointed out some highlights from the Collection Development policy; 1) The size of selection committees can be small; 2) The selection committees are set up so that requests for titles from member libraries and their patrons should be met and only denied in rare cases such as budget shortages

**3. Selection Guidelines**

Discussion was held regarding the holds manager- should it be an automated process or should a person oversee it for the first year and see how it goes so that all the money isn't used up too quickly. It was brought up that the cost of one copy one user titles is very high, could end up with too many copies of titles that are only going to be popular for a short time. As of 9/25/18 it would cost \$4,011.57 to purchase all holds with a ratio of 12 or higher. The consensus was that one or two people will oversee the holds and order titles on Mondays, this ensures that everyone will be aware of how much money it is costing to purchase holds. It was also discussed that it is okay for any selection committee to purchase more than one copy of titles that they know will be popular. The holds manager committee and the selection committees should work together and communicate about how many copies of items are being ordered.

**4. Selection Committees**

A few people have responded to Stephanie's email about being on the selection committees. A sign-up sheet was passed around during the meeting and additional people were added. Stephanie will organize the responses and select groups soon. There are selection committee guidelines that were handed out at the meeting and sent to all the respondents to Stephanie's email. Those should be reviewed by everyone who will be participating. The selection committees should choose a leader as soon as possible so they are ready to go on October 1 for selections. All specifics on how the committees work can be found in the document titled "SMDL Selection Committee Operation Guidelines"

**5. Elect Coordinator**

Gretchen Evans nominated Jenny Combs from South Haven to be the Steering Committee Coordinator the nomination was seconded by Stephanie Masin. Passed.

**6. Budget**

The 10/1/18 thru 9/30/19 budget was discussed. Gretchen pointed out that the upcoming year's budget includes what was rolled over from remaining content credit from the group. Assuming no more libraries join the group and no libraries leave the group, next year's budget will be \$79,500.00. Stephanie Masin made a motion to accept the

proposed Collection Budget for 2018-2019 seconded by Barb Insidioso. Passed. Sarah Eisele pointed out that the budget actually had the percentages reversed for SMDL Non-Fiction and SMDL AV an error made by OverDrive. Stephanie Masin made a motion to revise the 2018-2019 budget to allocate 20% to AV and 15% to Non-Fiction as laid out in the addendum of the Collection Development policy this motion was seconded by Matt Weston. Passed.

It was discussed that the people overseeing holds could decide if they wanted to purchase the entire list of holds with ratios of 12 or higher.

Budget can be reviewed in six months or as the year progresses to see if amendments need to be made.

## **7. Comments**

Gretchen shared an email she received from Eric at Sturgis library. He asked if we could run a report of cost per circulation of items in the collection. Jenny said she would look into and run a report that would give this information. He also asked about how many copies of \$80.00 items the consortium will buy. It was discussed that the selectors would use their discretion about how many to purchase and that it can always be evaluated in the coming months.

Comment was shared by Angela Black from Andrea Estelle- Andrea mentioned she is not aware of many people using Nooks anymore. It was discussed that with the Libby app and the ability to read ebooks in browsers most books can be read on any device.

## **8. Reporting**

Each member library has a login that they can use to run reports, it is the same login that was used previously to order from OverDrive's Marketplace. Annually the committee coordinator will run the annual State Aid usage statistics- these statistics will be sent out by November 1. Member libraries will need to take into account any Advantage titles they have purchased.

## **9. Oversight**

A second steering committee meeting will be held in February or March to evaluate how everything is going.

A short open-ended survey will be sent to member libraries at 6 months to get feedback on how they feel the first year of the centralized collection is going.

At 6 months a survey will be created for patrons to allow for feedback on how they feel about OverDrive. It will be set up so it can be linked to the SMDL homepage and also a link that member libraries can add to their websites.

Tim Wiggins will create a Google Form that allows libraries to submit requests to the selection committees. The responses will go to a spreadsheet and the committee will respond to the requests on the spreadsheet with things like ordered, not available for purchase, etc. Steering Committee members will have access to the spreadsheet so they can see what the responses to their requests were.

Discussion was held regarding the Patron Requests feature that OverDrive allows. It was discussed that this might be a good thing to consider in the future. With so many new things happening with SMDL Consortium this year, it makes sense to wait and get a handle on what's going on now. Using this feature could be readdressed at the 6 month meeting.

Barb Insidioso shared comments from her Library Director Dan Hutchins, about OverDrive loan periods. He shared in the consortium he used to be in that loan periods could be two or three weeks. Discussion was held among meeting attendants and it was decided that at this time no changes would be made to loan periods.