Recommendations from January 15, 2010 minutes

Catexpress Marc Record Purchase

At the September 2009 meeting there was more discussion regarding the concern for a different formula for charging the member libraries for the download of CatExpress marc records. There is a wide variant of records being downloaded by the member libraries with large quantities going to only a few but with all libraries benefiting from the records.

Lorrie Wheeler made a motion that a formula breakdown be a percentage based by large – 60%, medium – 30%, small – 10% libraries and will consider the amount of preorder records bought at the beginning of each fiscal year by the SEO Consortium.

For example: the number of records pre-purchased is 50,000 times $1.20 for a starting budget of $60,000 annually.

16 Large libraries divided into 60% of the total (36,000) = $2,250 each annually divided by 4 = $563.00 a quarter.

24 Medium libraries divided into 30% of the total (18,000) = $750.00 each annually divided by 4 = $188.00 a quarter.

32 Small libraries divided into 10% of the total (6,000) = $188.00 each annually divided by 4 = $47.00 a quarter.

The new libraries are not added into the average, but will be charged the rate for their library size. The money they bring in will compensate for if there is overage at the end of the fiscal year.

This new formula will begin July 1, 2010. Linda Hren seconded the motion. Motion passed.

Membership fee increase, license count

Membership fees are based on the number of client licenses installed with Horizon for circulation, cataloging and public access to the Horizon database. The fee of $950 per client license has been in place since July 1, 2006. After exploring different formulas other library consortia use to determine fees, the advisory committee decided that using the client count was best for our membership.

Nancy Kelley made a motion to make the following changes to membership fees. Heidi Fletcher seconded the motion. Motion passed with one nay.

Effective July 1, 2010

- The client counts will be froze at the current levels (07/01/09 – 06/30/10) with only increases being accepted.
Effective July 1, 2011

- $1,000 annual fee per Horizon client (license).
- Changes to the client (license) count will only be accepted in June prior to the contract renewal.
- A decrease of only 3 clients (licenses) will be accepted in June prior to the contract renewal unless extenuating circumstances occur such as closing of a location, natural disasters or others to be determined.
- A 3 client (licenses) minimum for any new small library systems joining.

Items too late for agenda

It was brought back to the attention of the Advisory Committee to revisit extending the circ history from 3 days. The biggest concern is disc that is missing or broken. When items exceed the 3day circ history limit, the borrower information is no longer available. The committee discussed the concern and decided to leave the current 3 days for circ history as is. They felt that privacy outweighs a broken or missing disc. However, the committee suggested that we need to take extra precaution when checking in items. Before checking in the item make sure all materials are present and/or not broken. More detail may be required to label materials as to contents.

Heidi Fletcher provided the committee an example of a book on cd that was packaged wrong. The example was the book on cd did not have bubble wrap that covered the entire container and someone had taped the bubble wrap to the material. Therefore, when the tape is removed the material will be damaged. It was suggested that SEO send out a note to the directors about packaging to pass along to their staff and the possibility of print copies for cargo information be sent in the cargo bags.