

## Recommendations from the June 28, 2013 Special Advisory Minutes

### SEO Consortium Policies for Discussion

1. Membership fee – currently member libraries follow a simple equation of using client count as their annual fee. In 2009 there was a guideline put in place to help maintain costs when library budgets were decreased to only except changes once a year and limit the number of reductions in license count to 3. Library requests to decrease their license number to reduce fees have been recovered in the past two years with the addition of new libraries. With the close of the grant opportunity for libraries to join consortium there are currently no new libraries scheduled for migration. There was discussion around changing the fee structure to not base it on license count and if scheduled increases are necessary to cover the services which are subject to annual increases.

Eric Taggart made a motion to freeze client counts at the current level starting July 1, 2013. Charlie Hansen seconded the motion. The committee will revisit discussion on placing scheduled increases after seeing more budget numbers. Motion passed.

2. Funding for services (e.g. Novelist) – Chilton's subscription was not renewed due to the low circulation counts and cost per hit. In its place will be Novelist Plus, Novelist K-8, & Novelist Select. In the past, SEO has purchased the renewal for Chilton's out of their materials budget. Moving forward after the first year, Novelist will be considered a pass-through service.

Tom Dillie made a motion that SEO purchase the first year cost of \$34,995 and the second year of the biennium will be purchased by membership libraries using the formula based on library sized used for charging back for marc records. Anthony Orsini seconded the motion. Motion passed.

3. Library card usage by membership – There was discussion on allowing members to edit other library cards. It was agreed by the committee to change the wording of the Principles of Cooperation to state that libraries can improve, update or correct information such as, phone numbers, addresses, but cannot delete another libraries card. SEO is testing multiple cards on the same borrower.
4. Circulation parameters - Circulating or allowing requests for things like 'games' that not all libraries purchase. Currently, there are approximately 8 libraries purchasing games. The committee recommended including into the Principles of Cooperation language that if less than 1/3 of the membership is purchasing new formats such as games, they will not be required to circulate the item throughout the membership.
5. Location (collection code) recommendations – Sharon gave a brief presentation on the benefits of streamlining location codes. SEO will be contacting each library separately to discuss their location code setup and how to improve codes.