

## Steering Committee Meeting Notes October 27, 2015

**Delivery Study** – Results of the delivery study were distributed in spreadsheet form. Steve will work on arranging data by route to see if that helps. Committee agreed that bringing more libraries online should be a priority moving forward. More libraries online means more materials available for ILL and better service to all patrons. Perhaps system & member library staff can approach the non-online libraries and encourage them (with assistance & perhaps grant funding to get off the ground) to go online. Maybe a barcoding SWAT team. Small libraries might be able to target public funds (through a vote) specifically for automation. That is a concrete goal that might be an easier sell to voters.

**Cost of Services** - Steve distributed a chart showing the cost of the provision of several 4cls services. Not included in the costs are the various overhead expenses (building maintenance, utilities, etc). The chart is useful to visually depict where 4cls resources go.

**Plan of Service** – Steve will put a Plan of Service in table format on a google doc to be shared with the committee. The plan can be built collaboratively online. An e-mail with access instructions will go out in the next week. The state has added an extra section pertaining to early literacy. The digital collections section (which we have skipped in previous plans) has been added to the template.

Nancy S. raised a good point re: evaluation. We need to make sure that we set up an evaluation process that is achievable across the whole plan.

- Better World Books information should be more widely distributed.
- Still no documentation on e-notices
- Circuit programs should pay for themselves. Fees can be raised gradually to that end to minimize the impact on smaller libraries
- Downsizing the number of Item Cat 1's could lead to better discovery, better stats.
- Members would like to see better documentation on barcoding with screenshots (perhaps video clips?)

The next meeting will be set for January. Date & Location to be determined.