



## **Moving Forward – Summary Report on Cooperative Collection Development Services<sup>1</sup>**

February 2016

### **A. Plan of Service**

1. Goal Statement: MHLS will assist member libraries in developing collections designed to meet the needs of patrons, considering new technologies and formats in addition to traditional formats.
2. Intended Result(s): MHLS will provide the support and tools to:
  - a. Make the best use of library funds.
  - b. Keep collections up-to-date in critical areas.
  - c. Provide adequate access to popular items.
  - d. Develop relevant local collections that satisfy patron needs for content and format.
  - e. Meet member library expectations of fairness in resource sharing.
  - f. Analyze collections for gaps in critical areas.
  - g. Coordinate collection development where practical.
3. Evaluation Method(s):
  - a. Ongoing review of and response to anecdotal comments to ensure continuous improvement.
  - b. Periodic review and analysis by the advisory committee to achieve outcome-based evaluation of initiatives and improvements.
  - c. Survey member libraries regarding the effect of MHLS support and tools in the collection development of their library.
  - d. Advisory committee will determine ways to validate patron satisfaction.
4. Annual Progress Report (2014):
  - a. Conducted a detailed report analyzing the cooperative collection development section of the MHLS plan of service including the outputs, outcomes, resources allocated to the service, and determined the value/return on investment for MHLS cooperative collection development services. This was reviewed and discussed by the MHLS Directors Association and the MHLS Board of Trustees.
  - b. Worked with advisory committee throughout the year to review and respond to member library issues and input, to ensure continuous improvement in the area of cooperative collection development, provide adequate access to popular items, and meet member library expectation of fairness in resource sharing.
  - c. On-demand, MHLS assisted libraries with collection analysis to provide data to use in purchasing materials to meet local needs. Began an 'Increasing Circulation' initiative to increase member library material circulation.
  - d. eBooks & eAudio: Coordinated expansion of digital collection development, resulting in digital collections of 7,845 eBooks and 1,966 downloadable audiobooks available to the

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<sup>1</sup> GENERAL DEFINITION – Cooperative collection development (CCD), as defined by the ALA's *A Guide to Coordinated and Cooperative Collection Development Among Libraries*, is "Cooperation, coordination or sharing in the development and management of collections by two or more libraries making an agreement for this purpose."



patrons of every member library. This collection saw a 29% increase in checkouts vs. 2013 by acquiring additional funding, and responding to patron needs by collecting and purchasing digital title requests to provide access to relevant collections. Added curated collections to the digital collection interface, highlighting popular titles and corresponding Read-Alikes, to increase readers advisory and engagement. Added functionality of translating the OverDrive interface into Spanish. System posts monthly digital usage statistics, by library.

- e. Databases: Administered access and negotiated consortium subscriptions to 5 cost-shared databases to support member library collections, saving \$91,536 (71%) off the 2014 system list price. Provided budgeting information to libraries in advanced for library planning. Added 25,000 resources to the OPAC representing the individual records for each of the 18 databases all MHLS libraries have consortia access to, including those through NOVELny. Added 5 NOVELny databases to the OPAC through federated searching, expanding patron search results and increasing use of the NOVELny databases. System posts monthly digital usage statistics.

**B. Outputs (2014)**

- 1. eBook/eAudiobooks Added to Shared Collection = 2,461
- 2. eBook/eAudiobooks Loaned = 164,877 (OverDrive) + 2,075 (Gutenberg) = 166,952 total
- 3. Collectively Purchased Database Use:

Chilton's**	1,878
Gale TERC*	1,940
Mango*	7,744
TumbleBooks***	29,816
JobNow^	3,345
2014 Total Use	44,723

Measurement of use: (\*=sessions; \*\*=hits; \*\*\*=full book views; ^=usage)

- 4. Book in a Bag Kits – 206 reservations at 39 locations
- 5. Big Books – 92 books circulated
- 6. Training sessions/attendees = 9/127
  - a. Making Your Collection Count: Essential Elements of Collection Development - 7 sessions, 103 total attendances
  - b. ProQuest Training on eLibrary Elementary & Gannett Newsstand Complete – 1 session, 9 attendances
  - c. Training on NOVELny Databases from Gale Cengage – 1 session, 15 attendances

**C. Outcomes**

- 1. The staff of member libraries will more effectively and efficiently organize, manage, and share their collections.
- 2. The staff of member libraries will increase collection development skills and knowledge, providing improved services to library patron.
- 3. Patrons of member libraries will be supported in their formal and informal educational endeavors by finding and using current, high-demand, and high-interest materials in a variety of formats.



**D. Costs Associated with MHLS (2014)**

MHLS STAFF	Percent Cooperative Collection Development Services	Salary	Benefits	Cooperative Collection Development TOTAL
Merribeth	15%	11,730	2,086	13,816
Kerstin (Book/Bag)	10%	4,252	2,095	6,346
Joan	5%	1,354	384	1,737
Thomas <sup>2</sup>	5%	3,056	1,754	4,810
Gerry	5%	1,942	1,206	3,148
				<b>29,857</b>
CONTRACTED SERVICES		Total Cost	Cooperative Collection Development Services Cost	
Chilton's		3,542		3,542
Gale TERC		11,139		11,139
JobNow		5,000		5,000
Cypress Resume		3,200		3,200
Learning Express		9,000		9,000
Mango		19,113		19,113
TumbleBooks		8,970		8,970
OverDrive (eBook & eAudio)		62,883		62,883
KitKeeper (Book Club in Bag)		475		475
				<b>121,726</b>
TELCOM SERVICES <sup>i</sup>	Total Cost	Cooperative Collection Development Services Cost		
Network & Phone Services <sup>ii</sup>	30,325 – 5,596 (Teleforms) = 24,729		732	
			<b>732</b>	
IT SERVICES	Total Cost	Cooperative Collection Development Services Cost		
Hardware <sup>iii</sup>	9,083		269	
Software <sup>iv</sup>	5,445		161	
IT Supplies	2,213		65	
			<b>495</b>	

<sup>2</sup> Reports, training, WAM statistics/management



<b>GENERAL OVERHEAD<sup>v</sup></b>		
Supplies	5,732	170
Equipment Rental	16,472	487
Professional Fees	25,189	745
Postage	4,505-2,875 (ILL) = 1,630	48
		<b>1,450</b>
<b>FACILITIES OVERHEAD<sup>vi</sup></b>	<b>Total Cost</b>	<b>Cooperative Collection Development Services Cost</b>
Staff/Benefits	51,696	1,529
Utilities	27,973	827
Custodial Supplies	1,736	51
Other Ops/Maint	35,776	1,058
Liability Insurance	15,423	456
		<b>3,923</b>
<b>ADMINISTRATIVE SUPPORT<sup>vii</sup></b>	<b>Total Cost</b>	<b>Cooperative Collection Development Services Cost</b>
Staff/Benefits	361,059	10,680
Professional Develop.	31,532	933
	<b>392,591</b>	<b>11,613</b>
<b><u>TOTAL</u></b>		<b>169,796</b>

**E. Primary Funding Sources**

1. State Aid - General
2. Member Assessment Fees
3. State Aid – Restricted – Categorical: Central Library Development Aid
4. State Aid – Restricted – Categorical: Central Book Aid
5. State Aid – Restricted – Categorical: Coordinated Outreach Services Aid
6. Member Cost Share – eResources

**F. Value of Services**

1. eBooks/eAudiobooks
  - a. Calculated value of eBook/eAudiobook downloads (2014) = \$2,227,044

Format	# of downloads	Value <sup>3</sup> of Use
eBooks	134,026	\$1,735,637
eAudiobooks	32,870	\$491,407

<sup>3</sup> \$12.95 is the value of an eBook Download and \$14.95 for an eAudiobook Download  
[http://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS\\_Document&DocID=1181&MenuKey=advocacy](http://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=1181&MenuKey=advocacy) .



b. Cost Savings of group-buy of OverDrive vs County based model (2014) = \$424,004

OverDrive	Cost if Counties Contracted Individually Instead of the MHLS Group Buy						Actual Price	Cost Savings Compared to Total of Separate Contracts by County
	Columbia	Dutchess	Greene	Putnam	Ulster	Total of Separate Contracts by County		
Platform Fee	\$16,296	\$16,296	\$16,296	\$16,296	\$16,296	\$81,480	\$16,296	
2014 Content	\$89,705	\$89,705	\$89,705	\$89,705	\$89,705	\$448,525	\$89,705	
<b>Total</b>	<b>\$106,001</b>	<b>\$106,001</b>	<b>\$106,001</b>	<b>\$106,001</b>	<b>\$106,001</b>	<b>\$530,005</b>	<b>\$106,001</b>	<b>\$424,004</b>

2. Databases

a. Calculated value of database use (2014) = \$892,224

Database	Value <sup>4</sup> of Use
Chilton's	\$37,466
Gale TERC	\$38,703
Mango	\$154,493
TumbleBooks	\$594,829
JobNow	\$66,733
<b>2014 Total Value</b>	<b>\$892,224</b>

b. Cost Savings of Collectively Purchased Databases vs County based model (2014) = \$106,844

Database	Columbia List Price	Dutchess List Price	Greene List Price	Putnam List Price	Ulster List Price	Total of Separate Contracts by County	System List Price	System Estimated Price	System Actual Price	Cost Savings Compared to Total of Separate Contracts by County	Cost Savings Compared to System List Price
Chilton;s	\$3,495	\$12,695	\$3,495	\$5,695	\$10,395	\$32,280	\$17,295	\$3,374	\$3,543	\$28,737	\$13,752
Gale TERC	\$2,268	\$6,141	\$2,268	\$3,405	\$6,141	\$20,223	\$14,926	\$11,139	\$11,139	\$9,084	\$3787
Mango	\$3,472	\$12,734	\$3,472	\$5,210	\$7,525	\$32,413	\$32,413	\$18,848	\$17,950	\$14,463	\$14,463
TumbleBooks <sup>5</sup>	\$6,589	\$13,178	\$4,792	\$4,792	\$10,183	\$39,534	\$39,534	\$9,250	\$7,374	\$32,160	\$32,16
Job Now	\$2,500	\$11,400	\$2,500	\$5,000	\$6,000	\$27,400	\$25,000	\$5,250	\$5,000	\$22,400	\$20,000
<b>COLLECTIVELY PURCHASED DATABASES TOTAL</b>	<b>\$18,324</b>	<b>\$56,148</b>	<b>\$16,527</b>	<b>\$24,102</b>	<b>\$40,244</b>	<b>\$151,850</b>	<b>\$129,168</b>	<b>\$47,861</b>	<b>\$37,632</b>	<b>\$106,844</b>	<b>\$52,002</b>

<sup>4</sup> \$19.95 is the value of an Online Database Used [http://www.ala.org/advocacy/advleg/advocacyuniversity/toolkit/makingthecase/library\\_calculator](http://www.ala.org/advocacy/advleg/advocacyuniversity/toolkit/makingthecase/library_calculator).

<sup>5</sup> Library K-4 deluxe



3. Calculated value of Book Club in a Bag Kits and Big Book use (2014):

Book Club in a Bag Kits	\$35,020 <sup>6</sup>
Big Books	\$2,362 <sup>7</sup>

4. Training

a. 127 attendances X average cost for training per person<sup>8</sup> = \$8,255

<sup>i</sup> % of total Telcom costs – After staff FTE assigned, breakout of telecom costs by service (break out Teleforms & all other by staff FTE per service)

<sup>ii</sup> Minus Teleform costs

<sup>iii</sup> % of General Hardware/Software costs - After staff FTE assigned (allocate on a per staff calculation)

<sup>iv</sup> OCLC charges to Cataloging Services

<sup>v</sup> % of General Overhead costs - After staff FTE assigned (allocate on a per staff calculation)

<sup>vi</sup> Ibid.

<sup>vii</sup> Ibid.

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<sup>6</sup> \$170 (Book Club in a Bag replacement cost) x 206 kit reservations = \$35,020

<sup>7</sup> \$25.67 (Big Book average price) x 92 circulations = \$2,362

<sup>8</sup> \$65 is average cost of NYLA preconference ½ day program