

HIGH PLAINS LIBRARY DISTRICT BOARD OF TRUSTEES COMMUNICATION

Meeting date: September 18, 2017
Type of item: Information
SUBJECT: PROSPECTOR IMPLEMENTATION UPDATE
Presented by: Collection Resources Manager, Terri Spaulding

What is Prospector?

Prospector is a regional catalog of over 44 academic, public, and special libraries in Colorado and Wyoming. Through Prospector our patrons have access to over 34 million books, DVDs, CDs, journals, government documents, and other materials held in these libraries.

Prospector is used by our patrons when our local libraries do not own an item. In addition, other Prospector libraries borrow HPLD items.

The screenshot shows the Prospector search interface. At the top, the Prospector logo is displayed with a colorful bar. Below the logo, a red banner reads "PROSPECTOR NEWS: Borrowing from Prospector Restored for CSU-Fort Collins & Pueblo cardholders". A search bar contains the text "harry potter" and a play button icon. Below the search bar, it says "Results 1 - 25 of 32 for harry potter". The results are sorted by Relevance. The first result is "Harry Potter : sheet music from the complete film series / music by John Williams ... [et al.] ; piano solos". It is noted as "Notated music | c2011." and "1 Library has this title". There is a "Request it" button and "Additional actions" links.

Status

The Prospector implementation is a joint effort between all High Plains Library District libraries. Member representatives have been instrumental in identifying what types of items in their respective libraries will be loaned on Prospector and determining space and training needs for all libraries. We are thrilled to have additional help with such an important project!

Currently:

- Collection Resources and IT are configuring the software.
- We have two more Prospector library visits planned for late September so we can learn their workflows.
- A work session has been scheduled in October for all team members to create training documentation.
- Our go-live date for Prospector is December 6, 2017.

Background

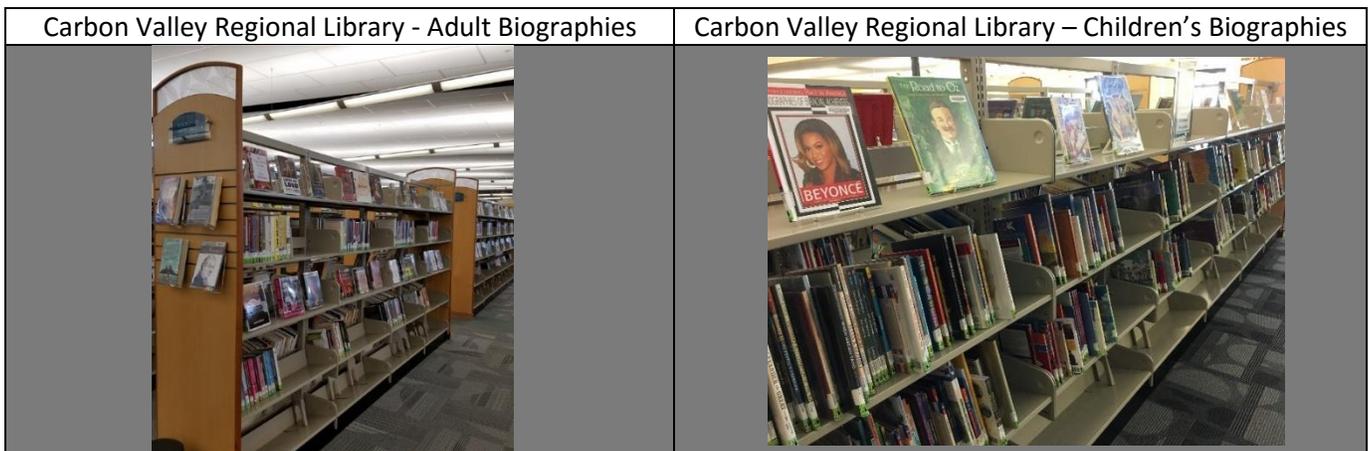
In 2013, Collection Resources Manager, Terri Spaulding, Interlibrary Loan Supervisor Pat Libera and Executive Director Janine Reid met with Colorado Alliance representatives to discuss the feasibility of HPLD joining Prospector. Colorado Alliance collaborates with our library software provider Innovative

Interfaces, Inc. in providing the Prospector service. At that time, it was felt that it was too costly to join. We were recovering from a budget decrease and the timing wasn't right.

In 2016 we looked again at joining Prospector. Primary motivating factors were:

- 2017 25% cut in the Collection Resources materials budget. (\$463,000)
- We ran out of shelf space for our collections. In 2016 the weeding process was revised, and we removed 120,000 outdated, unloved, or poor condition items from the general collection. This made our collections appealing, current and better highlights the materials we offer.
- The outlook of losing lineal footage for shelf space was imminent as the branch libraries are moving towards a new way to display and promote materials. A full implementation of this process is slated to occur in the 2018 library remodels. This promotional process is commonly referred to as the "Kevin Hennah" style. The best example of this is the adult biographies at the Carbon Valley Regional Library, as shown in photos below.
- 2018 projected flat budget. Since there is no increase in purchasing power, borrowing from other libraries will help fill gaps in our collection.

Because of the reduced collection size, budget limitations and future shelving reductions, in 2016 the HPLD Board and Executive Director approved for us to join Prospector.



Anticipated Costs and Savings

After contacting various Prospector libraries, the best comparison to HPLD is Anythink Libraries. They went live on Prospector in April, 2016. Currently, their average borrows are 500 per week. Logan Macdonald, Director of Products, and Technology states,

“Beyond the actual numbers, Prospector is a huge life-saver for us because we have neither the budget nor capacity to have the depth of collection that some of our most vocal customers want. It has quickly been a PR tool for me to use in response to complaints that we don’t have complete mystery series or a deep backlist collection. After the initial investment, it’s really a bargain when you think about what kind of access it gives you, especially for libraries on an Innovative system that can borrow.

For us, I calculated that it would cost Anythink more than \$250,000 to buy all of the materials we’ll borrow via Prospector in one year for less than \$25,000.”

Based on the Anythink 500 borrows per week, HPLD can save an average of \$438,880 per year in materials not purchased. This amounts to an estimated 26,000 items not purchased. Anythink does not have any loan data yet.

Anythink Libraries have added page staff in each branch and will add help at their central location (DSS) if needed.

Note: Anythink has not heavily promoted Prospector. HPLD is promoting in January 2018.

As another comparison for HPLD potential usage, in 2016 Poudre River Library District borrowed 74,295 items and lent 58,466 items. For HPLD, could be a savings of \$1,254,099 in unpurchased materials.

Poudre River Public Library District has two 20 HPW staff in their central (DSS) location to process Prospector items. There is no data on staffing inside the branches, as they've been on Prospector so long, they didn't recall what changes were made.

2018 Costs	Yearly Amount
Alliance maintenance fee	\$13,000
State courier – maximum amount	\$50,000
Collection Resources – one 20 HPW mid-range clerk wage. Approved, but used only if needed	\$13,754.29
SUBTOTAL	\$76,754.29
Additional staffing hours, only if needed	
Branch staff – estimated need for more page help: 15 HPW mid-range page wage. Duties include sending, receiving, bundling, shelving, and pulling holds.	\$60,914.64
2018 TOTAL	\$137,668.93

After talking with other interlibrary loan departments who are also using Prospector, we estimate a 30% reduction for in-state Interlibrary loan requests.

Staff will conduct an evaluation to be completed at the end of 2018 to verify savings.

Savings – Interlibrary Loan		
2016 In-state loans	Estimated 2018 in-state loans	Labor savings
10,601	7,421	\$11,734.20
2016 in-state Borrows	Estimated 2018 in-state borrows	Labor savings
2,738	1,931	\$23,114.07
Time saved – in-state loans	106 hours per year	
Time saved – in-state borrows	83 hours per year	

Communication Methods

A weekly Prospector update is posted on the My High Plains intranet. The originals are located on the Prospector Project Page.

Staff can use an anonymous formstack to convey questions and concerns. These go directly to Terri Spaulding. The answers are posted on My High Plains.

Direct communication with Member directors is through email and meetings with Collection Resources staff. Representatives from most Member libraries are on the Prospector Implementation Team.

Impact on Members

Adding Prospector affects all Member libraries, as each have agreed to participate. There are two areas of impact: staffing and space. For the implementation team, the biggest barrier for complete Member participation is having staff to attend meetings or library visits. Understandably, with the smaller staffs, not all meetings can be attended.

Prospector Implementation Team

Collection Resources coordinates communication with the Member Directors so that those who cannot participate will still understand what is happening. Additionally, Collection Resources is happy to visit any Member library upon request to answer questions about space needs or clarifying training.

All Member Directors met with Collection Resources on August 8th to discuss the types of data needed to configure the Prospector software. All of the data was provided before deadline.

Currently, Eaton, Hudson and Johnstown have attended meetings. Hudson and Johnstown have visited Poudre Public Library District. All but Northern Plains and Platteville/Nantes are slated to attend the Loveland/Longmont visits on September 27th. Platteville/Nantes is waiting until after the grand opening of Nantes Public Library before joining in on Prospector tasks.

We hope to have representatives from each Member library at the work session beginning on October 17th. This is a 3-day process where training materials will be developed and tested before implementing. Some Members will attend only the first day – which is most important – so they can give valuable input on training needs.

Overall Impact - After Prospector Implementation

Once Prospector is live, the great unknown for all High Plains Library District will be the impact on staff. We assume that because we have a deep and unique collection other Colorado libraries will love to borrow them. Actually, we've heard from many libraries and they are chomping at the bit to be able to borrow from us.

Areas of impact:

- Additional staff may be needed for high volume libraries and Collection Resources.
- Checking in Prospector items, bundling and placing in courier bins to be sent to DSS.
- Placing Prospector holds on the holds shelf. (Some libraries may need to add shelving.)
- Pulling Prospector requests for Colorado libraries, bundling and send to DSS.
- Some courier room space may need to be reconfigured in high volume libraries.
- Two additional daily reports must be run: *Pull list* and *Hold shelf expired* list

Finally, the most positive impact aside from our constituents being able to borrow millions of items, is that “branches” and “members” are working closely together in one, cohesive unit. We are all High Plains Library District. This is the perfect project to help foster our relationships.

Timeline

Phase 1 – August & September

- Profiling sheets and Sierra configurations are performed.
- Visits to Poudre River Public Library District, Loveland Public Library, and Longmont Public Library to learn their workflows.

Phase 2 – October & November

- Work session. In-house training materials are created.
- Staff training
- Key staff visit Poudre River Public Library District to experience INN-Reach software, checking in items and pulling holds.
- Space configuration in each library is completed.

Phase 3 – December

- Go-Live on December 6th

Phase 4 – December

- Make final adjustments.
- Project is finished on January 1, 2018.