

Advisory Council Agenda
Wednesday, April 23, 2014
DDN
10:00 – 12:00 noon (CT)

Introductions

Approval of Minutes* from September 25, 2013

Director's Report – Warren Wilson

Introduce Gary Johnson

ALEPH upgrade

Budget

FY2014 update*

Reserve Fund*

Executive Committee Report

Current state of affairs

MOUs -- old vs new

SDLN Dissolution Time Line & Guidelines*

Extraction Fees

Reserve Account disbursement schedule*

State Library initiatives <http://library.sd.gov/ACS/TECH/automation.aspx#.U1Ewcv3QeeB>

Election - should we hold one this summer for terms beginning in October 2014?

Next meeting – SDLA, October 1, 2014, Pierre

Adjournment

*Documents available on SDLN website

Advisory Council Meeting
Wednesday, September 25, 2013
Sioux Falls
1:30 – 3:15 pm (CT)

The **Call to Order** was given by Advisory Council Chair Ronelle Thompson at 1:30 p.m.
Introductions – welcome by Ronelle Thompson, introductions around the room

Present:

Ronelle Thompson – Augustana College
Warren Wilson – South Dakota Library Network
Kristi Tornquist – South Dakota State University
Daniel Daily – The University of South Dakota
Robert Russell – Northern State University
Daria Bossman – South Dakota State Library
Amber Wilde – Grace Balloch Memorial Library (Spearfish)
Scott Ahola – Black Hills State University
Sandra Brown – Mount Marty College
Kevin Kenkel – Dakota Wesleyan University
Joyce Bauer – Beulah Public Library
Ethelle Bean – Dakota State University
Nancy Sabbe – Madison Public Library
Jackie Hess – Mitchell Public Library
Jane Larson - Edith B. Siegrist Vermillion Public Library
Jodi Fick – Siouxland Libraries
Elvita Landau – Brookings Public Library
Kathy Jacobs – Yankton Community Library
Rachel Crowley – University of Sioux Falls
Patty Andersen – South Dakota School of Mines and Technology
Mike Mullin – Watertown Regional Library
Cathy Enlow – Brookings Public Library
Deb Hagemeyer – Augustana College
Jean Peterson – South Dakota State Library
Carol Hageman – South Dakota State Library
Bell Jacobsen – South Dakota State Library
Kelly Henkel – Dakota Wesleyan University
Judy Lehi – Dakota Wesleyan University
Linda Miller – Mt. Vernon School
Cindy Meinen – Mitchell Public Library
Brenda Hemmelman – South Dakota State Library
Andy Erion – South Dakota Library Network
Sean Crooks – South Dakota Library Network
Gary Johnson - Spearfish
Donna Cranmer – Siouxland Libraries

Vickie Mix – South Dakota State University
Lisa Lindell – South Dakota State University
Fei Xu – South Dakota State University
Mary Caspers-Graper – South Dakota State University
Krystal Wiederrich – South Dakota Library Network
Nina Mentzel – South Dakota Library Network
Valerie Horton - MINITEX

Minutes

Kevin Kenkel moved approval of the May 14, 2013 minutes. Ethelle Bean seconded. **Motion Carried.** Minutes will be posted.

Director's Report – Warren Wilson

General update:

- New backup system in place since May
- Thanks to Valerie Horton for inclusion of SDLN in MINITEX strategic planning sessions

ALEPH upgrade & RDA Implementation:

- RDA tags currently display in ALEPH v20, re-indexing of the bibliographic database required for searching functionality
- Upgrade requires ORACLE upgrade
- ALEPH v22 announced for release in January 2014
- The earliest time frame for upgrade to v21 would be over Christmas holiday
- Proposal to re-index the current database, use v21 efforts, get ORACLE consultant and upgrade to v22
 - This will minimize downtime, get most current version
 - Details of what's included will be posted on web site
- Question regarding earliest date for upgrade – probably next Spring semester (2014)
 - Have not created time frame yet
 - Potentially do ORACLE upgrade over Christmas break
 - Run upgraded ORACLE on test to get it done
 - Can install new ORACLE to make sure its running – but can't import the data for new version as table structure may be different
- Problems with ORACLE upgrade explained – errors recurring
- No ORACLE DBA on staff – never had to install full ORACLE version
- Setup for new ORACLE discussed – won't have to swap servers
- Details for ORACLE consultant contract: EC approves purchase – scope of work is written by SDLN staff – reviewed by BOR

Budget

FY2013 final - review by line item

- Some full members switched to remote
- RCPL originally was listed as full, moved to remote
- Interest income less than budgeted
 - Expenses – UPS maintenance purchased with original order, as was hardware maintenance, better price usually pay for 3 years of maintenance up front
- Vendor costs some increase, MINITEX slightly up
- Personnel and travel somewhat less
- Office supplies, postage – somewhat less
- BH costs – did not charge last year - money placed in reserve
- InfoTrac, EBSCO holding steady
- CatExpress rebalanced levels – lower cost
- Did not upgrade office computers
- Increase to reserve – approximately \$44,000

FY2014 update

- Ongoing member fees – variance RCPL moved to remote, WOL, AVE, WAL dropping
- Changes between time it was approved and now
- Remote fees up – more than budgeted
- Expenses – no major changes
- Membership/meeting costs – now includes SDLA membership
- Authority surplus – over-budgeted

Reserve Fund

- Ending balance in FY12 \$876,000
- Carryover FY12 \$27,000
- Carryover FY13 \$44,000
- Adjustments due to not balancing SDLN accounts to BOR accounts
- New total \$1,531,406 – balanced back to BOR
- State had multiple accounts – SDLN had one – balance was different
- Audit resulted in new total
- Going forward there will be one SDLN account at BH. There will be sub-accounts for the Annual Operating expenses, one for the Reserve Account and: one for operating, for reserves, one for digitization
- We are now balancing back to state account
- Footnote – withholding \$20,000 from original ExLibris contract
- ORACLE consultant comes from reserve – approximately \$5,000

Executive Committee Report - Ronelle Thompson

- Migration, RFP, demos, conversations became a catalyst for change
- Email received from Melody Schopp addressing MOU – MOU must be updated prior to moving ahead with migration
- MOU created SDLN – three entities SDSL library board, BOR, DOE
- Meeting held in Pierre in June – Executive Committee, Melody Schopp, Jack Warner, and Dan Daily (no Warren or Ethelle)
- Takeaway – MOU revisions underway – BOR will be only entity involved going forward
- Limbo regarding migration
- No contract may be signed until MOU is finished
- Librarians must sort out what we can and cannot do
- SDLN has come full circle – began as a state group – BOR, SDSL, special libraries (state funded), soon after, others asked to join
- BOR intends to provide an ILS – so ability to belong to statewide network for automation would continue
- BOR is critical to what happens next

Governance Review Plan – subcommittee

- Now Participation Agreement – subcommittee working on the agreement: Ethelle Bean, Elvita Landau, Kristi Tornquist, Dan Daily, Sam Gingerich
- BOR library directors want SDLN to survive

Discussion:

- Question regarding how non-regental libraries, schools, publics, etc will be dealt with
- Many smaller libraries have dropped and/or never participated – Daria Bossman encouraged SDLN to consider the needs of school libraries and to ensure a way for remote members to access the system regardless of library type.
- Think broadly in vision for all library types
- Potential for SDLN to look at more resource sharing activities, not just ILS
- Opportunity to re-envision the group
- Resource sharing, digitization, cooperative collection development, shared services, shared support
- Elvita Landau – sole public librarian on committee – fears for public participation
- Ethelle Bean – participant since day one – look to grow, expand, digitization, partner with MINITEX
- How to make participation framework which works for all
- Connecting SD's libraries
- Nancy Sabbe – following Pierre meeting did not think SDLN would survive – keeping governance part out, can now see some hope
- Patty Andersen – somewhat more encouraged by meeting, input would still come from all member libraries
- Robert Russell – part of BOR – not on committee, but not seeing dire results
- Darla Jackson – did not come from multi-type consortium – hopeful that we will continue to cooperate among SD libraries

- Amber Wilde – concerns regarding BOR taking over – wants to be part of the group, rather than just being “allowed in”
- Scott Ahola – every group should have a voice going forward – work in resource sharing, not just ILS
- Sandra Brown – hopeful that SDLN will continue – can’t afford things without consortium
- Jackie Hess – hopeful that we will continue to work together, keep lines of communication open
- Publics want to be at the table, not just part of the group – respect for all library types considered, want SDLN to continue

Update on outstanding migration issues:

- Sort out Participation Agreement; timeframe of 2013/2014 spring?
- Look at issues in migration
- Once participation agreement is established – ready to move forward to contract negotiations?
- Can deadline be set so libraries may plan? – committee may have a deadline for report, but BOR is ultimate authority
- November 4th – Regental directors to meet with Warren and Sam
- Request to have a report from Participation Agreement committee by December 1st

For Migration:

- Would hire a Project Manager – subcommittee
- Implementation Plan – draft distributed
- Staffing Plan – subcommittee working
- Cost Analysis – part of negotiations for a new ILS
- Formula Review Plan (after implementation)

Proposed Budget & Fees FY2015

Patty Andersen moved approval of FY15 Budget and Fees, Elvita Landau seconded.

- Discussion of budget – by line item
- Full member fee total reduced by 2% due to reserve fund – goal not to budget money to reserve by reducing fee line, review formula information

Motion carried

Election results: Elvita Landau & Ethelle Bean re-elected by acclamation

Next meeting – spring DDN

Adjournment – 3:10 p.m.

FY2014 YTD Budget Report

rv4/15/14

	BUDGET	YEAR-TO-DATE	ANTICIPATED	TOTAL	VARIANCE
FY2014 REVENUE					
Ongoing - Member Fees	1,014,037	940,304	70,545	975,611	-38,426
Special Billings	0	611	0	611	611
Remote	90,000	90,298	9,144	99,442	9,442
Digitization Reimbursement	4,000		4,000	4,000	0
Interest	45,000	28,653	0	28,653	-16,347
TOTAL REVENUE	1,153,037	1,059,867	83,689	1,143,556	-9,481
	A	B	C	D	E
FY2014 EXPENSES					
CENTRAL SITE	OPERATIONS BUDGET	EXPENDITURES	REMAINING or ANTICIPATED	TOTAL EXPENSES	VARIANCE
UPS Maintenance	5,100	12,750	0	12,750	-7,650
Hardware Maintenance	15,000	17,177	0	17,177	-2,177
Other HW Maint	2,000	2,315	-315	2,000	0
Aleph Software Support	148,814	147,666	0	147,666	1,148
SFX/MetaLib Software Supp	49,350	44,895	4,455	49,350	0
Other Software Support	2,605	1,803	802	2,605	0
Aquabrowser	60,291		60,291	60,291	0
Consulting, Training, Subscriptions	20,000	6,748	13,252	20,000	0
Training Services (WebEx)	19,550	14,516	5,034	19,550	0
Firewall, IDS	0		0	0	0
Minitex ILL	78,000	78,000	0	78,000	0
SDLN ADMINISTRATION	476,331	324,442	121,682	446,124	30,207
<i>Full Time Staff</i>		<i>Included above</i>			
<i>Student Interns</i>		<i>Included above</i>			
<i>Overtime</i>		<i>Included above</i>			
<i>Empl Benefits</i>		<i>Included above</i>			
Travel	12,000	3,340	8,660	12,000	0
Support		<i>Included above</i>			
Pers Development		<i>Included above</i>			
Recruiting	0		0	0	0
Memberships and Meeting Costs	1,200	1,980	0	1,980	-780
TELECOMMUNICATIONS					
Line Costs (Internet, etc)	3,900	3,034	866	3,900	0
Line Costs (other)	7,260	1,841	5,419	7,260	0
800 Number			0	0	0
OFFICE OPERATIONS					
Office Supplies	2,500	395	2,105	2,500	0
Printing, Postage	1,000	544	456	1,000	0
Overhead to BHSU(rent)	15,000	4,701	10,299	15,000	0
Overhead	1,575	902	673	1,575	0
DATABASES					
Infotrac	43,853	43,854	-1	43,853	0
Ebsco	142,072	142,072	0	142,072	0
Authority	7,303		5,200	5,200	2,103
CatExpress	8,373	2,768	5,605	8,373	0
MISCELLANEOUS					
Misc	0		0	0	0
CAPITAL EXPENSES					
Office Computers	8,000	5,905	2,095	8,000	0
TOTAL EXPENSES	1,131,077	861,646	246,579	1,108,226	22,851
INCREASE TO RESERVE (NET (INCOME - EXPENSES))	21,960			35,331	

Status of SDLN Reserve as of 3/31/2014

FY13 Ending Balance/FY14 Beginning Balance \$ **1,531,406.00**

FY14 Revenues

FY14 Interest (included in Operating Budget)

FY14 Carryforward from Operating will be recorded at end of fiscal year

FY14 Expenditures

FY13 SDLN Reserve Account End of Year Balance \$ **1,531,406.00**

Potential Additional Costs

Ex Libris Outstanding Item Payment \$ 20,000.00

SDLN Dissolution Time Line & Guidelines

April 2014	SDLN Advisory Council updated on network status, discusses dissolution, and adopts Dissolution time line
July 2014	50% of Reserve account distribution (as per schedule approved by Advisory Council) available to full non-regental members to assist with one-time costs of migrating to alternative ILS system
Fall 2014	State Library announces plans to work with small full member and remote libraries on transition plans
December 31, 2015	All non-BOR libraries migrated off SDLN or entered into contract with BOR (SLiC) for continued services; SDLN officially dissolved; SDLN staff released to BOR libraries (SLiC); balance of Reserve account distribution paid to full members that have migrated to alternative ILS systems.

Process for migrating off SDLN:

Member library notifies SDLN office in writing of intention to migrate to a new ILS

SDLN office acknowledges letter of intention within 10 days

SDLN disperses 50% of member library's portion of reserve account within 60 days

SDLN makes arrangements for record extraction within 90 days, unless otherwise negotiated

Payment of annual SDLN fees by libraries migrating off SDLN:

25% of FY15 fee if migration complete by 9/30/14

50% of FY15 fee if migration complete by 12/31/14

75% of FY15 fee if migration complete by 3/31/15

100% of FY15 fee if migration complete by 6/30/15

25% of FY16 fee if migration complete by 9/30/15

50% of FY16 fee if migration complete by 12/31/15

**Proposed Reserve Account
Distribution**

Reserve Acct Balance
As of 9/4/2013
\$1,531,406

Institution	FY14 -bib-		2012 Billed	2013 Billed	2014 Billed	3 Year base Distribution
	ADM-\$1500 Sub-\$250 BASE	7/1/2012 Bib Records				
AML - Aberdeen Public	\$1,750	100433	26,241	26,581	26,141	\$41,052.11
BHS - Black Hills St Univ	\$1,750	225,666	53,246	53,720	49,690	\$81,444.08
CEB - Cheyenne Eagle Butte HS	\$1,750	8274	3,286	3,331	3,195	\$5,101.00
CHS - Chamberlain Schools - CHS	\$1,000	9049			5,531	\$2,875.61
CMS	\$0	0	7,054	3,891		\$5,690.22
DSU - Dakota St Univ	\$1,750	128249	29,497	29,667	27,526	\$45,069.48
GDS - Grant-Deuel School'	\$1,750	12268	3,554	3,537	3,442	\$5,476.26
GIE - EROS Data Center	\$1,750	6412	2,586	2,537	2,454	\$3,939.42
HPL - Huron Public	\$875	83235	22,282	22,830	22,201	\$34,995.54
LCL - Lawrence Co. - SPF	\$625	82479	20,127	20,789	20,282	\$31,816.27
DWD	\$625	13510	4,200	4,304	4,346	\$6,680.87
LEA	\$625	19901	5,018	5,385	5,565	\$8,301.58
WWD	\$625	8627	1,800	2,033	2,143	\$3,106.69
LVE - Vermillion Public	\$1,750	86715	20,217	19,237	18,346	\$30,049.51
LWS - Little Wound School	\$1,750	7081	2,485	2,504	2,486	\$3,885.96
MIT - Mitchell Public	\$1,750	67174	21,568	21,370	21,194	\$33,341.61
MMC - Mount Marty Coll	\$1,750	68416	10,782	10,865	10,804	\$16,870.94
MPL - Madison Public	\$1,750	59164	14,293	14,482	14,554	\$22,526.25
MVS, PLK - Mt Vernon, Plankinton	\$1,000	8465	2,378	2,469	2,474	\$3,806.37
PLK	\$1,000	5846	2,065	2,105	2,102	\$3,260.84
NSU - Northern St Univ	\$625	230356	38,857	41,219	42,333	\$63,639.68
PRN - Presentation Coll	\$1,750	95762	12,078	12,102	12,055	\$18,838.53
KST	\$875	9840	2,492	2,676	2,772	\$4,128.20
RPL - Rawlins Public	\$1,750	76604	25,742	27,695	28,026	\$42,351.85
SBR - Brookings Public	\$1,750	120830	31,310	32,522	32,340	\$49,998.91
SDA - Augustana Coll	\$2,000	197200	36,135	41,726	41,042	\$61,816.50
SDB - S.D. St Univ	\$1,750	681653	149,404	154,945	158,146	\$240,447.46
SDD - Siouxland	\$1,750	220599	18,578	19,437	18,917	\$29,598.49
SDF - Sioux Falls Univ	\$1,750	149907	17,730	19,215	19,936	\$29,572.13
SDO - Oglala Lakota College	\$1,750	34377	12,910	14,168	14,514	\$21,623.32
SDS/TSD - SD State Library	\$750	126120	45,311	38,369	33,205	\$60,767.69
TSD	\$750	15777	2,480	2,483	2,441	\$3,849.05
SDH - Historical	\$750	19385	2,315	2,273	2,193	\$3,525.42
SDT - National American University	\$1,750	49625	5,075	5,030	5,332	\$8,025.69
SDW - Dak Wesleyan Univ	\$1,750	166983	17,592	20,710	22,880	\$31,807.87
SHS - Spearfish High School	\$1,750	10161	3,907	3,865	3,785	\$6,008.31
STI - Southeast Technical Institute	\$1,750	21073	8,357	8,201	7,019	\$12,257.58
SGC - Sinte Gleska Univ	\$1,750	36446	10,432	10,981	10,403	\$16,540.77
SMT - SD School of Mines	\$1,750	177149	36,464	36,597	36,179	\$56,793.08
STG - Sturgis Public	\$1,750	45716	14,232	15,489	16,129	\$23,837.21
TCS - Todd County Schools - TCH	\$625	6556	7,488	7,746	7,750	\$11,949.29
USD - University of S.D.	\$750	658629	129,177	132,428	133,541	\$205,433.11
MED - USD Med School	\$750	1	6,899	4,475	3,176	\$7,564.37
SDL - USD Law School	\$750	32114	12,545	12,618	12,304	\$19,478.72
WAT - Watertown Regional	\$750	104391	23,370	23,888	23,837	\$36,961.98
LTI - Lake Area Tech Institute	\$750	1924	3,384	3,304	3,236	\$5,159.41
WTN - Watertown High School	\$750	18827	4,591	4,398	4,227	\$6,870.81
WEG - USD Med School	\$1,750	19504	17,363	18,432	17,805	\$27,866.06
YCL - Yankton Community Library	\$1,750	66121	17,209	17,401	17,144	\$26,906.44
YHS - Yankton High School	\$1,750	16960	5,425	5,433	5,487	\$8,497.44
TOTAL	73875	4491637	971,531	991,463	982,628 0	1,531,406