

**SDLN Advisory Council Meeting**

Wednesday, October 3, 2012

Huron, SD

1:00 – 3:00 CT

The **Call to Order** was given by Advisory Council Chair Ronelle Thompson at 1:10 p.m.

**Present:**

Jodie Barker  
Ethelle Bean  
Nancy Sabbe  
Patty Andersen  
Sam Gingerich  
Warren Wilson  
Daniel Daily  
Darla Jackson  
Catherine Paltz  
Kathleen McElhinney  
Mike Mullin  
Cathy Enlow  
Jane Larson  
Maria Gruener  
Frances Rice  
Sandy Urbaniak  
Sean Crooks  
Andy Erion  
Nina Mentzel  
Kristi Tornquist  
Mary Kraljic  
Mary Caspers-Graper  
Donna Cranmer  
Greta Chapman  
Colleen Kirby  
Jackie Hess  
Cindy Meinen  
Stephanie Bents  
Dan Siebersma  
Fei Xu  
Sandra Brown  
Deb Hagemeyer  
David Alexander  
Kevin Kenkel  
Scott Ahola  
Amber Wilde  
Kathy Drozd  
Agnes Lee  
Robert Russell  
Mary Johns

Becky Pittenger  
Kathy Jacobs  
Linda Dobrovolny  
Tonya Olson  
Elvita Landau  
Ronelle Thompson

### **Minutes**

Ethelle Bean moved approval of the April 24, 2012 minutes. Frances Rice seconded. **Motion Carried.**  
Minutes will be posted.

### **Director's Report – Warren Wilson**

New web pages continue to be updated. Please send any suggestions to staff.

There will be sessions at SDLN vendor booth during conference:

- Andy Erion will demonstrate the Advanced Report Tool
- Nina Mentzel will demonstrate RSS Feeds from AquaBrowser
- Sean Crooks will demonstrate Content DM functionality

### **Budget**

FY2012 final

- Full member fee income down
- Remote fee income up
- Interest income up
- Hardware costs down – switched from Sun to HP equipment
- ALEPH maintenance down due to contract for two years
- MINITEX costs were budgeted as a placeholder; actual cost slightly lower.
- Funds to reserves approximately \$120,000

FY2013 update

- Income short by \$30,000 due to full members cancelling membership
- Income shortfall partly made up by an increase in remote members
- Interest income only \$45,000, about \$35,000 less than budgeted. We will use the \$10,000 that was budgeted to reserves and about \$25,000 from reserves to make up shortfall if expenses remain unchanged

FY2014 & fees proposed

- Documentation on the web site
- Trying to keep member fee increase down, remote fees are budgeted to be up due to more remote members, interest will not be available until well into the year – estimate is \$65,000
- Expenses – Notes explain the budgeted expenses. Some maintenance increases will be negotiated for term contracts
- Patty Andersen moved approval of FY14 Budget and Fees, Elvita Landau seconded. **Motion Carried.**

Reserve Fund 10 year budget discussed.

## Executive Committee Report – Ronelle Thompson

### RFP Task Force Update

- Review of process
- Commitment to consortium
- Decision to do RFP
- Hiring of Jodie Barker
- Anne Moore added as RFP committee chair. She has since left USD
- Committee members: Colleen Kirby, Kathy Jacobs, Deb Hagemeyer, Monique Christenson

### ExLibris is transitioning from ALEPH to ALMA

- SDLN staff continue to have issues with ExLibris products, staff cannot be increased
- Future is cloud-based
- SDLN is multi-type, creates difficulties for vendors

### Review of RFP process – Jodie Barker

- Began November 2011 in Spearfish
- Held sessions around the state with input from library staff to create RFP
- RFP sent out, 10 responses received, 3 selected for demonstrations in Sioux Falls last May
- Analysis of vendor responses
- Attendance at demos very good in person and online via WebEx
- Demos available on line for review
- Feedback requested via survey – many responses received
- Recommendation to EC to pursue OCLC WMS
- Financial analysis/comparison prepared
- Continued work on questions from Executive Committee, other SDLN member library staff

### This morning Executive Committee met to decide next options:

- Continue RFP process
- **Motion from EC** – delay deciding on RFP until 1 November 2012 – one month for member libraries to review and notification that a vote would be held
- Motion seconded – Kathy Jacobs

### Discussion

Patty Andersen created a document with side by side comparison of functionality in WMS, functionality planned for WMS, functionality not planned, in the RFP but not in their response; Jodie will use this document and other member's items/questions to send to OCLC for response—questions to Jodie by Friday 5 October 2012

Would need to meet on or before 1 November 2012. A decision must be made to either:

- Ask more questions of OCLC and extend RFP
- Begin contract negotiations with OCLC
- Stop this RFP and re-issue RFP at a later date.

Kevin Kenkel moved to decide now; died for lack of a second.

Review of financial report requested – Jodie Barker

- FY12 expenses for ExLibris products, OCLC products/services
- FY13 expenses
- OCLC costs without report writer
- Move remote libs to WorldCat Resource Sharing for interlibrary loan
- Eliminate 300K:
  - 16K for CatExpress
  - No more planned hardware replacement, approx. 200K
  - Shifting costs for OCLC cataloging
  - Personnel changes – some local staff still needed but for different tasks

Questions regarding OCLC cataloging, resource sharing for libraries to join WMS

- Unlimited cataloging for all full SDLN members
- Unlimited ILL for all full and remote SDLN members

Question regarding moving from ALEPH to something else – time frame – there is no end of life date for ALEPH

If we decided today to go with OCLC – SDLN would work with SD Board of Regents legal department; 3 – 6 months minimum to negotiate contract including migration timeline

Contract obligations currently to ExLibris and Serials Solutions for AquaBrowser – annual

Parallel systems would be necessary during migration

There are 20 voting members present. Should not vote without all members advised of the vote

Questions regarding circulation in WMS – any advancement on functionality? Reports?

**Vote on motion to delay decision one month – carried**

Must make sure all members have opportunity to vote.

Requests for follow up on all outstanding issues, reference calls will be made for due diligence

All documents will be available via web site, one login will be used to access all documents

#### **Other Business**

Becky Ringwelski, MINITEX, sent email thanking SDLN for assistance with resource sharing and courier costs

#### **Election results**

Only 30 votes received, Ronelle Thompson re-elected Advisory Council chair for next two years, Patty Andersen and Nancy Sabbe re-elected for two years to Executive Committee

**Next meeting – on or before 1 November 2012 – DDN or other technology**

**Adjournment – 2:35 p.m.**