SDLN Advisory Council Meeting
Tuesday, May 14, 2013
9:00 am – 11:00 am MST, DDN

The **Call to Order** was given by Council Chair Ronelle Thompson.

**Present:**
**Vermillion DDN site attendees**
Daniel Burniston, USD
Kathleen McElhinney, USD
Sandra Brown, MMC (SDY)
Darla Jackson, USD Law
Catherine Paltz, USD
Kathy Jacobs, Yankton Community
Linda Dobrovolny, Yankton Community
Daniel Daily, USD
David Alexander, USD
Julie Junker, USD
Jane Larson, Vermillion Public

**Pierre DDN site attendees**
Colleen Kirby, SDSL
Brenda Hemmelman, SDSL
Marsha Lytle, Sinte Gleska
Jean Peterson, SDSL
Bell Jacobsen, SDSL
Carol Hageman, SDSL

**Sioux Falls DDN site attendees**
Ronelle Thompson, Augustana
Deb Hagemeier, Augustana
GayLynn Burchett, McKennan
Rachel Crowley, University of Sioux Falls
Phyllis Kuno, Southeast Tech
Jodi Fick, Siouxland Libraries

**SDSMT DDN site attendees**
Julie Erickson, SDSL

**Brookings DDN site attendees**
Kristi Tornquist , SDSU
Mary Caspers-Graper, SDSU
Cathy Enlow, Brookings Public
Elvita Landau, Brookings Public

**Aberdeen DDN site attendees**
Robert Russell, NSU
Shirley Arment, AML

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**Madison DDN site attendees**
Nancy Sabbe, MPL
Ethelle Bean, DSU

**Watertown DDN site attendees**
Mike Mullin, WAT

**Mitchell DDN site attendees**
Kevin Kenkel, SDW
Kelly Henkel, SDW
Cindy Meinen, MIT

**Spearfish DDN site attendees**
Scott Ahola, BHSU
Amber Wilde, Spearfish Public
Warren Wilson, SDLN
Nichole Golinvaux, SDLN
Nina Mentzel, SDLN
Andy Erion, SDLN
Glenn Kerins, SDLN
Lucas Bialorucki, SDLN
Krystal Wiederrich, SDLN

**Approval of October 3, 2012 Minutes:** Ethelle Bean moved approval. Robert Russell seconded. All in favor voted Aye. Motion carried.

**Director's Report:**
**BIT Bandwidth** – SDLN's bandwidth has increased from 15Mb to 30 Mb. Currently the rate is $18/Mb. BIT proposed $13.60 if BOR would add 750 MB; so SDLN's bandwidth has increased at no increase in cost.
**Security Audit** – RIS audits campus networks and security annually. This year when RIS was out to do BHSU's, they also reviewed SDLN. We passed with no issues sited.
**Minitex Agreement** – Minitex has offered us a new agreement that will take effect July 1, 2013. It is a flat rate that is lower than last year's rate ($78K vs $86K)

**Budget:**
**FY2013 update***

- Revenue
  - Full members down almost $30K
  - Remote membership up over $20K
  - Interest Earning off almost $35K
- Expenses
  - Other Software Support over budget $2.5K—software that came off warranty
  - Minitex costs over $1.6K
  - Personnel over $4K – mid-year health insurance cost increases
  - Overhead to BHSU over $11.5K due to them billing us for last year and this year
  - Authority Database under almost $2K

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- Net Total (combining Revenue and Expenditures) -$46,344 Reserve Account will be used to cover final shortfall

**FY2014 Revised***

- Minitex
  - Resource Sharing Contract change - $86,000 down to $78,000 Budget
  - State Library picking up all Courier costs (last year's SDLN portion was $45,000)
  - Total – Last year's budget $130,000; this year's budget $78,000
- Salary policy – CSA employees will get a 3% increase with 3.5% up to mid-point (earlier estimate was 2% with 2.5% up to mid-point)
- Interest Income adjusted down to the FY13 Actual, $45,000

**Reserve Fund***

- Began this fiscal year at $876,0667
- Added $126,977 from FY12 Operating Carry forward
- FY13 Actual Expenditures of $7.3K for RFP consultants
- FY13 Anticipated Expenditures
  - NO Network Upgrades ($30K)
  - Anti-Spam/Anti-Virus Upgrades - $5K
  - No server upgrades ($20K)
  - Unitrends Backup Solution ($17K)
  - Possible FY13 Operating Shortfall (-$46,344)
  - Still withholding $20K to Ex Libris for Outstanding Payments
- Ending Balance of $907,406

**<u>Training Update:</u>**

ALEPH Training all modules, including session in conjunction with SDS on weeding and remote library ILL training – 32 sessions, 77 participants
Electronic Resources – 1 session, 33 participants
Upcoming training – scheduling on-site training for individual libraries and overview sessions on new features in ALEPH v21

**<u>Executive Committee Report:</u>**

**ALEPH upgrade & RDA Implementation - Back Up Issues**

Current Method

- Veritas system (purchased in 2003) is no longer supported
- Test Server has outdated copies of Production
- Production databases (but not Aleph system or Oracle tables etc.) are replicated to a standby server every 12 hours (no log of changes)
- "tar" backs up Aleph databases (completely manual process with no checksum) (data includes item statuses, due dates, fines, hours, when to send overdue notices, etc.)
- Fbackup used on servers (excluding Aleph)
- Missing Oracle database tables which includes data for transactions (CIRC), cataloging records (bib, item, serials), fine amounts owed, etc

Proposal – approved by EC last week

- Separate appliance (server and storage)
- Will backup all Windows, BSD, Unix/Linux and Oracle servers
- Cost $17K

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RDA & v.21

- Will begin with backing up test and reloading (testing recovery) and
- Then moving forward with v.21 steps

**Migration Update**

- Governance Review Plan - discussion of email from DOE Secretary Melody Schopp. The Executive Committee was instructed that the MOU will need to be revised prior to beginning contract negotiations. Estimated timeline of a year and a half was given. The Executive committee will seek a meeting with Melody Schopp and Jack Warner from the BOR to discuss this matter.
- Formula Review Plan
- Staffing Plan
- Implementation Plan - Kristi Tornquist and Warren have been meeting by phone every Friday to work on this.
- Cost Analysis
- Data cleanup is suggested to all member libraries during the wait period to be prepared for migration.

**Election in Summer**

Elvita Landau and Ethelle Bean are completing terms on the Executive Committee. A call for nominees will go out in July and a vote will be conducted prior to our next meeting **Wednesday, September 25, 2013, 1:00 – 3:00, Sioux Falls.**

Meeting adjourned at 10:50am CT

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