

**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 Hagemeier – 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 4<sup>th</sup> – 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.**