

Advisory Council Meeting
Wednesday, September 22, 2010
1:30 p.m. – 3 p.m. CST, Sioux Falls

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

The **Agenda** was approved as distributed.

Present:

Jane Larson, Vermillion Public Library
Elvita Landau, Brookings Public Library
Robert Russell, Northern State University
Mike Mullin, Watertown Public Library
Donna Cranmer, Siouxland Libraries
Deb Hagemeyer, Augustana
Judy Krull, University of Sioux Falls
Cindy Meinen, Mitchell Public Library
Jackie Hess, Mitchell Public Library
Greta Chapman, Rapid City Public Library
Cathy Enlow, Brookings Public Library
Lea Briggs, Presentation College
Scott Ahola, Black Hills State University
Amber Wilde, Spearfish Public Library
Kathy Jacobs, Yankton Community Library
Patty Andersen, School of Mines and Technology
Jackie Hanson, Northern State University
Sandra Brown, Mt. Marty College
Nancy Sabbe, Madison Public Library
Ethelle Bean, Dakota State University
Sam Gingerich, Board of Regents
Beverly Lewis, Rawlins Municipal Library
Judy Ulvestad, Rawlins Municipal Library
Ronelle Thompson, Augustana
Kevin Kenkel, Dakota Wesleyan University
Jodie Barker, Northern State University
Colleen Kirby, South Dakota State Library
Dan Siebersma, South Dakota State Library
Jodi Fick, Siouxland Libraries
Anne Moore, The University of South Dakota
Vicki Carlson, Wegner Health Science Information Center
Nina Mentzel, SDLN
Warren Wilson, SDLN
Sean Crooks, SDLN
Andy Erion, SDLN

Ronelle Thompson welcomed the group and reminded all that a few of the SDLN bookmarks created for legislative day were available for members.

Minutes

Ethelle Bean moved approval of the May 4, 2010 minutes. Patty Andersen seconded. THE MOTION CARRIED.

Director's Report – Warren Wilson

Overview

Recent Accomplishments:

Migration from ALEPH v18 to ALEPH v20 - Working with Grupo Maya was a very good experience. Grupo Maya works closely with ExLibris which helped this migration go much better than the last one. SDLN staff were given a round of applause for their extraordinary work on this project.

Hardware / Software Installations for upgrades:

4 servers, SAN (storage area network) – put v20 up on test first; leaving v18 still up in production for backup

V20 allowed switch to Linux operating system (more open source operating system). Linus made it possible to bid the hardware, rather than using proprietary hardware, saving about \$30,000. We also migrated to v11 of ORACLE, our data base system.

Following closely the ALEPH migration was the implementation of AquaBrowser. The implementation was put into production before school started without any customizations; those are being worked on now.

Francie Voelker resigned shortly after returning from maternity leave. Nichole Golinvaux started in August. Francie has been helping with the transition.

Training update

Nina Mentzel conducted 24 sessions utilizing WebEx live web training for 20 sessions and 4 onsite training sessions at 3 locations for a total of 182 people participating. There were also 3 individual library meetings.

UPS/generator kicked in 19 times as of this morning; without it we would have had numerous interruptions in service.

Upcoming Items

Looking forward in the next 6 months – SFX v4 is out, we'll be looking at migrating to that version. Need to upgrade SFX/MetaLib servers. This is in the 10 year plan, but not priced yet.

We will continue to fine tune AquaBrowser.

Executive Committee Report

Time for a new logo for SDLN – AquaBrowser has a place for a banner – SDA created a new banner/logo for SDLN.

Staff continues to pay attention to the strategic plan/action plan. This has been updated on the SDLN web page.

A couple of member library changes – 4 members have changed from full membership to remote membership: MCS, HHS, DVS, RCP

A set of guidelines has been put in writing for record deletion, essentially what we have been doing. We will need some library input, but clarification will help clean up the data in Aleph. Libraries do need to opt in. These records are included in the fees so should be periodically deleted.

Budget

FY10 – final version: Remote membership revenues fluctuate every year. This year the remote membership revenue is a little higher, but is hard to predict. In the original budget no interest was anticipated, however almost \$70,000 was transferred. Expenses include hardware maintenance, which depends on the vendor. There was no contract for firewall service for FY10. Personnel services include: Brandon Harms left in January, Francie Voelker was on maternity and then left; both resulting in salary salvage. Due to less travel, almost \$7,000 was saved. We are trying to use WebEx more deliberately for training. The telecommunication rates are set by BIT and based on usage. In the office operations area, last year, no Factbooks were printed or mailed. Money saved on database subscriptions reflects partnering with MINITEX in contract negotiations. Net increase to reserve was over \$262,000.

FY11 – very early in fiscal year so most items are in anticipated or remaining columns. The database subscriptions reflect MINITEX contract pricing.

FY12: revenues – 4 libraries dropped full membership so were taken out of formula. Expenses are identified and fees established based on formula. Remote membership is fluid and hard to predict. Interest income is an estimate. Any funds remaining at the end of the year go to reserves. The UPS is larger and slightly more expensive. All vendor maintenance; hardware and software, was estimated to increase 5%, which is what has been used historically for increase in vendor prices. The personnel expenses have been changed to reflect Brandon Harms leaving, hiring a full time person, and include salary increases. Other items were held steady over the past several years. Budgeted increase to reserve of just over \$50,000.

The fee structure is related to the FY12 budget.

Elvita Landau moved approval of the fees. Mike Mullin seconded. THE MOTION CARRIED.

Status of reserve – shows balance at beginning of fiscal year of \$1,020,031, added revenues of \$265,555, then paid expenses of \$562,315, anticipated costs of 20,000, which results in a balance of \$703,271. Anything not spent out of operating budget goes into the reserve account at the end of year, as well as any interest.

Revenues included Interest of \$69,651 and FY10 carry forward of \$195,904.

Expenditures include: ExLibris – asked for payment on items held back (\$80,000), UPS and generator final payment (\$180,791), AquaBrowser – original payment came out of reserves since FY budget already started when purchase made (\$70,450), and new servers for v.20 (\$231,074). The AquaBrowser payment options encompassed potential interest earnings and the Serial Solutions discount, so the decision was made to hold money and spread payment over three years. Still have two items unpaid to ExLibris - bookmobile, home bound modules.

Long range plan – 10 year plan – try to update every year at this time to reflect technology changes, cost changes, plan alterations to chart when things are going to be needed, etc. This is not necessarily exactly how much it will cost. Things will change but a tool to anticipate some of these expenses.

Future

SDLN Future – talk about what has happened, what is coming, Executive Committee is planning a retreat to think/talk about the future.

Marshall Breeding webinar promoted several ideas, good to have webinars available in that form. Thank you to MINITEX for facilitating these speakers.

Carl Grant/ExLibris gave different spin on similar themes.

Upcoming meetings

Stephen Abram visit via MINITEX in October 20th in Sioux Falls.

UMExLUG – 2011 – Fargo, ND – user group meeting

Executive Committee retreat coming up

General Discussion

There was general discussion about the cost of the database subscriptions and which groups should shoulder more of the costs. There is still confusion regarding who licenses which databases, the State Library or SDLN. SDLN facilitates access to all of these resources.

Then the discussion covered how well Aleph is meeting the needs of various sub-groups of members, i.e. public or small libraries. General feeling was that SDLN is still important, but must change to remain viable in the future. Cooperative purchasing is definitely a positive benefit.

User Group Reports

Circulation User Group Report – report attached

ILL User Group Report – report attached

Executive Committee election - Patty Andersen, Nancy Sabbe, re-elected to Executive Committee.
Ronelle Thompson re-elected as Advisory Council Chair.

Next meeting teleconference in spring.

Meeting adjourned at 3:00 p.m.