

Minutes of the SEO Governance Committee Meeting

June 4, 2008

The SEO Governance Committee met at the State Library on June 4, 2008. The following were in attendance:

Arlene Radden, HCO, Chair	Jeff Yahraus, BBR
Georgi Huizenga, ELL, Co-chair	Pam Hoesman, OHH
Jo Budler, State Librarian	Diane Fink, Chief Fiscal Officer, State Library
Heidi Fletcher, MSL	Dianna Clark, SEO
Alan Hall, STE	Paula Bucu, SEO
Sandi Thompson, PPL	John Stewart, SEO
Sheila Perkins, STC	Don Winland, SEO

Chair, Arlene Radden, called the meeting to order at 10:13 a.m.

Approval of Minutes

Pam Hoesman moved and Sheila Perkins seconded the motion to approve the March 31, 2008 minutes. Motion passed unanimously.

New Member Ballot Results

Congratulations to the following individuals who were elected to the SEO Governance Committee to serve a term that runs from July 1, 2008 through June 30, 2011:

Nancy Kelley – Director of Way Public Library
Lorrie Wheeler – Director of Claymont School District Public Library
Pam Hoesman – Director of Oak Harbor Public Library

Financial Update

Diane Fink, Head of Fiscal & Business Services, presented the financial statements. (See attached documents) For the State of Ohio, she reported that since state agencies reduced their budgets in January 2008 for FY 2008 and FY 2009 there have not been any other major changes. The State Library eliminated 7 positions as part of the budget reduction. For the SEO Consortium in FY 2008, the amount spent on the printing of datamailers increased. In January 2008, the State Library began using the Billing module in OAKS (Ohio Administrative Knowledge System). This system is used by many state agencies for billings for services. When libraries issue checks for payment of invoices, the checks must now be payable to the Treasurer, State of Ohio and not the State Library of Ohio. The checks are still mailed to the State Library for recording and depositing through the Treasurer of the State of Ohio.

The hiring freeze, travel restrictions and equipment freeze implemented in January 2008 will continue through the end of FY 2008 (6/30/2008). We expect these controls to remain in place during FY 2009 (7/1/2008-6/30/2009), but have not received official notification. For FY 2008, the State Library did receive an exemption for the purchase of library materials. Within state government, library materials are part of the equipment category. The State Library was able to receive an exemption for a critical IT position even with the hiring freeze.

OPLIN will receive \$200,000 for FY 2009-2010 through the Capital Budget for the replacement of routers for the public libraries. OPLIN will also use \$200,000 of E-Rate funds for the purchase of the routers. The replacement of routers will not begin until at least the fall of 2008. Note: Capital funds are not available until 90 days after the Capital Budget is signed by the Governor.

When the State Library negotiated the contract with US Cargo for statewide delivery services in June of 2007, the rates were negotiated for a two year period. Thus, the rates that the libraries paid in FY 2008 (7/1/2007-6/30/2008) will be the same as the rates that they will pay for FY 2009 (7/1/2008-6/30/2009). Invoices will be issued after July 1, 2008 for services for the new fiscal year (FY 2009).

The State Library will be working on the FY 2010-2011 Biennial Budget request this summer which is due to OBM on September 15, 2008. At the time of the meeting, the State Library was waiting on control totals from OBM. The agency must develop budget requests for GRF funds at 90% and 95% scenarios of the adjusted FY 2009 budget. For non-GRF funds, requests can be developed at a 100% level. When the State Library inputs the financial information for the FY 2010-2011 Budget Request, they will use a new Budget & Planning module within OAKS/Peoplesoft. State Library staff attended an IT Planning meeting for the FY 2010-2011 biennium on June 3, 2008.

OSS ILS Taskforce Update

Jo Budler provided a list of OSS ILS task force members. It appears that there is a gap between what librarians want in an ILS and what is available, not only with regard to Open Source Software ILS but also with regard to vendor-provided/commercial ILS.

There is an opportunity for us here and that is to identify and prioritize the functionality that the Ohio public library community wants and needs in any ILS. She has invited individuals from all the consortia across the state to participate in a task force to accomplish this. She has asked Dianna Clark, SEO Director, to lead this team with David Namiotka, Head of IT Operations (State Library).

She believes that once we have identified the desired functionality, we can use this to issue a Request for Proposal. This will allow us to develop an OSS ILS which will more closely meet our needs and fulfill our expectations.

HIP Taskforce Update

The HIP taskforce committee issued a customer satisfaction survey which appeared as a tab on the library catalog for two weeks. We received 1,407 online responses to the survey. Each library director will receive online responses the week of June 9th relating to their system, along with a chart summary of the whole consortium and suggestions for HIP improvements.

Based on the responses to the questions, the taskforce developed the following list of categories and suggestions for improvement.

Ways to improve the search experience

- Interface appearance (layout of search)
- Performance of hardware (slow response)
- System settings (timeouts will be changed from 2 minutes to 5 minutes)
- Education needed (features are available but user is unaware)
- Search logic (miss spelled words)
- Search categories (series-genre)

Additional identified features that should be added to the catalog

- Web 2.0 Style format
- Series/Enhanced content
- User Reviews
- New Acquisition. List by format (newer content CD, DVD)

The taskforce has three options for improving the search experience on HIP. These include:

1. Implement the improvements of the language and layout on HIP.
2. Consider integrating various 3rd party products; LibraryThing (<http://www.librarything.com/>), ChiliFresh (<http://www.chilifresh.com/>) and Wowbrary (<http://www.wowbrary.org/>).
3. Wait for Enterprise Search Solution and Syndetics Enhanced Content to become available from SirsiDynix in the 3rd quarter of this year.

The committee agrees to proceed with option #1 but put a hold on #2 and #3 options until October.

It was decided that the HIP taskforce will continue to meet to maintain HIP performance and appearance.

Envisionware Cost for Accepting Online Payments

Don Winland provided for the committee a price breakdown of what it would cost for accepting online payments. A copy of this document will be available online.

At this time it was determined that the cost was too high for all to participate and that there is no significant savings for SEO to house the web server without full participation. For those that want to pursue the eCommerce module can do so by contacting Envisionware.

Paypal was provided as another option and Alan Hall asked Don Winland to further explore this option.

Next Users Group Meeting

According to the Governance Agreement a Users Group Meeting will be held every other year. May 2009 is when our next Users Group Meeting should occur. It was decided that the Mohican State Park was the best location once again. Alan Hall has agreed to be the fiscal agent for the event. There will be a small committee to help with the preparations for the bi-annual event.

Recommended Practices Taskforce

SEO receives many calls asking if certain practices are in writing. This newly developed taskforce will compile consortium circulation questions and determine consortium best practices and circ guidelines to present to the Governance Committee for approval. Sheila Perkins and Sandi Thompson will co-chair the taskforce. There will be something in place for the next Users Group meeting.

Adjournment

Georgi Huizenga moved to adjourn the meeting and Pam Hoesman seconded the motion. The meeting adjourned at 12:48 p.m.

Respectfully submitted,

Dianna Clark