

## Minutes of the SEO Governance Committee Meeting

March 31, 2008

The SEO Governance Committee met at the State Library on March 31, 2008. The following were in attendance:

Georgi Huizenga, ELL, Co-chair  
Jo Budler, State Librarian  
Heidi Fletcher, MSL  
Alan Hall, STE  
Sandi Thompson, PPL  
Paula Buco, SEO  
Don Winland, SEO

Pam Hoesman, OHH  
Diane Fink, Chief Fiscal Officer, State Library  
Dianna Clark, SEO  
Arlene Radden, HCO, Chair  
Sheila Perkins, STC  
John Stewart, SEO

Chair, Arlene Radden, called the meeting to order at 10:05 a.m.

### Approval of Minutes

Sandi Thompson moved and Georgi Huizenga seconded the motion to approve the October 30, 2007 minutes. Motion passed unanimously.

### Welcome New Committee Members

Arlene Radden introduced to the committee the two newest members. Heidi Fletcher, Director of the Mt. Sterling Public Library replaces Vicki Eckenrod and Ann Miller (absent), Director of the Coshocton Public Library replaces Cindy Lombardo.

### Nominating Committee

Volunteers for the nominating committee have been selected for the upcoming governance election of three directors. The nominating committee is Georgi Huizenga, ELL [huizenge@oplin.org](mailto:huizenge@oplin.org), Alan Hall, STE [alanh@oplin.org](mailto:alanh@oplin.org), and Sandi Thompson, PPL [sthompson@oplin.org](mailto:sthompson@oplin.org). This committee will have the ballot ready for election by Friday, May 16. The deadline for the ballots will be June 2. If you are the director of an SEO library and are interested in running for one of these positions, please contact one of the committee members. The committee will determine nominees based on the requirements outlined in the SEO Governance Agreement.

### Network Administrator Introduction

John Stewart introduced to the committee Don Winland, Network Administrator for SEO. Don joined the staff of SEO in January. He has been working on projects for SEO and the consortium such as, HIP survey, help desk software, and added database links on the SEO secure web page.

## **Financial Update**

Chief Fiscal Officer, Diane Fink presented the financial statements. (See attached documents) She reported that in late-January, the State Library submitted a budget reduction plan to the Office of Budget & Management (OBM). This plan addressed reductions at 10% and 16% levels within GRF (state) funding for FY 2008 and FY 2009. Any GRF budget reductions would impact State Library operations, OPLIN, Regional Library Systems, Regional Libraries for the Blind and Physically Handicapped, and the Ohioana Library. In mid-February, OBM notified the State Library that the reduction would be at the 10% level and that some budget line items would be exempted from the reduction such as the Regional Libraries for the Blind and Physically Handicapped and the Ohioana Library rent.

For State Library operations, this meant a reduction of over \$930,000 in FY 2008 (7/1/07-6/30/08) and FY 2009 (7/1/08-6/30/09). This budget reduction was addressed by eliminating five positions (4 vacant positions and 1 filled position), reducing office/collection space, and reducing printing, supplies, equipment, and library materials. The State Library completed a project to move over 65,000 volumes within 3 weeks. This freed up over 16,000 square feet, met one of the requirements of the Governor's Executive Order and lowered the rental obligation for the State Library. During early April, OPI (Ohio Penal Industries) will visit the State Library to tear down cubicles no longer being used by the State Library. Putnam County District Library will visit the State Library on April 1 to assess inventory the State Library no longer needs that could be transferred to their library. They have been dealing with the destruction of flooding. Some of the items available are shelving, file cabinets, lockers, chairs, tables, bookcases, office furniture, etc. All the inventory needs cleared out by the end of April.

Governor Strickland also placed restrictions on travel (only essential travel) and implemented hiring and equipment freezes. Library materials are considered equipment by the State of Ohio, but we have obtained an exemption to continue to pay for those types of items essential to the State Library and SEO.

Diane Fink will be attending the Fiscal Officer Meeting conducted by OBM on April 11 to obtain additional information related to the FY 2010-2011 Budget.

## **Statewide Resource Sharing Update**

Jo Budler reported to the committee about conversations surrounding utilizing Open Source as a possibility for a consortial Integrated Library System. The State Library, library partnership organizations (including the Regional Library Systems, Ohionet, LibLime, OLC) and librarians across the state have had several sessions and discussions on the opportunities and challenges of utilizing an Open Source Software Integrated Library System (OSS ILS). In fact Jo believes that it was nearly exactly a year ago (April 07) that we held the first State Library-initiated "statewide" meeting to discuss options.

She is very supportive of OSS in general and specifically will support anything that will assist librarians in providing excellent library service to the residents of our state. But this topic is multi-faceted and gives her some concern. Whatever happens with the OSS ILS offering in the state, especially in the consortial arena, has the potential to have an impact on SEO – both positive and negative. Because SEO is an integral part of the State Library, she would like to make that impact as positive as possible.

Dianna Clark and Jo have discussed this frankly and openly. One of the options that they have discussed is setting up an OSS ILS consortium at SEO for libraries who are interested in taking advantage of the Evergreen software **as is currently available**. We have discussed offering this AS IS while at the same time we identify functionality which would enhance this software.

She welcomes the input of SEO members in this process, i.e. identifying the functionality that needs to be developed in OSS ILS, and will invite your participation on the task force when it is created.

### **HIP Taskforce Update**

At the recommendation from the Governance Committee a HIP taskforce has been formed to research and survey membership for possible enhancements to the public catalog. John Stewart and Don Winland organized a survey that has been linked to the online catalog. The survey will be used to see what the public would like improvements on. The deadline for the survey is April 4, 2008.

Arlene reported some of the responses that she reviewed so far: they like it the way it is, logs out a lot, add spell check, browse books only, search music and dvds easier, back button to search, author searching, finding series, My library first, sort what is overdue, more results, top items borrower has, limiting by magazines and overall speed. The survey responses will also be used as a resource to verify organized staff training to assist the public.

John mentioned that they have been researching a couple of products such as Library Elf and LibraryThing.

Library Elf is an Internet-based tool for keeping track of what's due, overdue and ready for pickup. Users can keep track of one or more library accounts in one place and receive a reminder.

LibraryThing for Libraries brings the power of Library 2.0 to your catalog. You can enhance your catalog by adding book recommendations, tag clouds, ratings and reviews.

### **Syndetics Modules**

Dianna Clark provided an email from Syndetics showing the monthly activity. The contract for Syndetics ends June 30<sup>th</sup>. Dianna has been conversing with Syndetics to change what is included in a bundle. She would like to exchange modules that we do not use to something more useful for the member libraries. However, SirsiDynix is licensed partner with Syndetics and currently

bundles the modules. Some of the newer modules may not be available until Release 7.4.2 and may cost separately.

### **Self-check/RFID Technology Webinar**

Chris Harris from SirsiDynix has contacted Dianna asking if the membership would be interested in a webinar or a demonstration on their product. The committee agreed to have Dianna setup a webinar for both self-check and RFID. Dianna will contact Chris and submit dates to the member directors to participate.

### **Envisionware eCommerce**

SEO was notified by a member library information they were provided about ecommerce being available through Envisionware. Dianna emailed the directors to verify interest to determine SEO's role in helping the libraries implement eCommerce. There are a couple of modules available based on whether the library only wants to take payments inside the library or allow for remote payments. The information gathered from membership so far did not indicate exactly what the libraries wanted to implement. Based on this information SEO could negotiate a group purchase or possibly host a payment server which is needed for remote payments. The committee would like a survey to be sent to library directors to determine at what level libraries are interested. The questions will be presented to the committee first before survey is posted online for directors.

### **Last Patron Information-circ history**

March 2006 the committee voted to have the circ history go from 9 days to 1 day. This is a request from membership to revisit. This setting was presented. Alan Hall moved and Sandi Thompson seconded the motion to change the circ history from 1 day to 3 days. Motion passed.

### **Unique Management Limit**

In March of 2007 a threshold of \$25 had been the limit for Unique Management. The transacting library (where you check out at) accumulated the \$25 threshold. This is a request from membership to revisit. Sandi Thompson moved and Pam Hoesman seconded the motion participating libraries will have a choice of two fine limit groups of \$25 or \$50 for their threshold to Unique Management. Motion passed. The libraries will need to contact Unique Management to change contract agreements. SEO will make no changes unless contacted by both the library and Unique Management.

### **IT Department Updates**

John reported that he has upgraded the test environment to Horizon 7.4.1. SirsiDynix's has certified Horizon 7.4.1 with Microsoft Vista. Horizon 7.4.1 also has the NCIP responder for testing with Statewide Resource sharing.

He also mentioned that Don has developed new help desk software for the IT staff at SEO. The open source software is from Liberum. This software will allow the staff to have consistent messages, training and report numbers. Once the bugs are worked out the software will be available for other departments at SEO to use.

The IT staff has the streamlining codes project down to 3,751 codes from 7,305.

The new Webreporter server has been working great. SEO has been receiving positive responses on its faster performance.

### **Round 2 cataloger trainings**

There are two mandated trainings scheduled for April 3 at the State Library in Columbus and April 8 at the Annex in Caldwell. Every round 2 cataloger has registered for the training. Once the training is completed the Round 2 catalogers will have limited access to fields they can edit.

### **Databases available to membership library staff**

SEO purchased five databases that are now available on SEO's secured webpage. These databases are only available to library staff not for public use. The path to the databases is <http://seoweb.seo.lib.oh.us/index.htm> click on library services then click databases available. You will then be prompted for a log in and password. Once you are logged in you will have a choice of five databases. Four of the five have a guide that can be printed. Price It! did not have a guide available. If you experience any problems or have any questions, please call the reference staff at SEO not the IT department. Dianna will notify the directors via email about the procedures of accessing the databases.

The meeting adjourned at 1:20 p.m.

Respectfully submitted,

Dianna Clark