

ODIN Executive Steering Committee Meeting Minutes
November 21, 2017
3:00-4:00 Central Time; 2:00-3:00 Mountain
Via CTS-ACT Video Conference

3:04 called to order by Rita Ennen.

- 1) Roll call of members and attendees
 - a) Joe Mocnik, NDSU Libraries – representing Academic Libraries
 - b) Stephanie Walker, UND/Chester Fritz Library – representing Academic Libraries
 - c) Wendy Wendt, Grand Forks Public Library – representing Public Libraries
 - d) Phyllis Bratton, University of Jamestown/Raugust Library – representing Member-at-Large
 - e) Susan Moberg, Dickinson High School – representing School Libraries
 - f) Mary Soucie, State Librarian
 - g) Rita Ennen, Dickinson Area Public Library – ODIN Advisory Council Chair
 - h) Ellen Kotrba, ex-officio, Interim Director of ODIN
 - i) Jerry Rostad, ex-officio, Ass't CIO / Office of the CIO

Other Attendees:

- j) Amy Reese, NDSU libraries
 - k) Cheryl Hoffmann, ODIN
- 2) Organizing our work (Ennen)

Ennen welcomed everyone to the first ODIN Executive Steering Committee. Ennen is hoping that the committee can get through as much of this agenda as possible in the hour allotted for the meeting today.
 - 3) ODIN fees – quantifying what you are paying for (Rostad)

Librarians had commented to Rostad about what they are paying for and perhaps overpaying. Rostad indicated that in talking with Ex Libris, it was not known how the billing for each product was assessed to ODIN. Ex Libris asked Rostad to come up with some sort of assessment per type of library. Rostad created a new formula for billing and Ex Libris went along with it. The Ex Libris contract has now been finalized and signed and will be paid this month for FY18.

Rostad went over the cost formula spreadsheet that he has created. Rostad to send the Cost Formula document to all ESC members via email.

Basically, the cost formula divides ODIN cost into: 1) ILS 2) Statewide Databases and 3) Proxies. Each of these areas has a total. The costs are noted on the tab: Budget Detail – appropriated money pays for more than half of the ODIN costs. In turn, this significantly reduces costs for member libraries as compared to if they were individually buying these services.

 - a) First Rostad talked about the ILS. The costs are noted on the tab: Budget Detail and these cost translate to the ILS BudgetCalc tab – there are 9 base-level memberships with various base-level

amounts: 1) H. Ed. Research Libraries \$40,000 2) H. Ed. NDSU Library (Primo Only) \$36,908 3) H. Ed. Post Graduate Libraries \$10,000 4) H. Ed. Baccalaureate Libraries \$15,000 5) H. Ed. Community College Libraries \$5,000 6) ND State Library \$40,000 7) Public/K12 Libraries, >50,000 bibs \$5,000 8) Public/K12 Libraries, <50,000 bibs \$1,000 9) Carnegie Libraries (Grafton, McVillage, Lakota) \$1,000. This accounts for the Base Membership costs. Then Rostad took the bib record counts and patron record counts from cust-540 in Aleph for all ODIN libraries except NDSU and attributed the Ex Libris usage costs.

In the ILS Breakdown tab, he shows each ODIN member library with their cost breakdown – their FY18 bill amount and their proposed FY19 bill amount. Note that most libraries costs do go down. Those libraries that see an increase for FY19 will be held harmless meaning that ODIN will cover those costs – perhaps until new ILS systems are in place and costs could change either up or down.

- b) Second, Rostad talked about the statewide databases (via Minitex) pass-through amounts. The costs are noted on the tab: DB BudgetCalc. ODIN gets billed an amount from Minitex. ODIN does have an appropriated amount of \$111,975 (formerly used for eLibrary). This amount will be used to pay down the Minitex cost at this time. We also bill a flat rate to some libraries that is hard to figure out their patron base.

Then Rostad plugged in the numbers for each vendor from the Minitex bill: Gale, Ebsco, ProQuest and Britannica & what percentage each type of library pays for each. Then Rostad had Cheryl gather information from the vendor statistics: 1) how much usage was attributed to Higher Ed per vendor; 2) how much usage was attributed to K12 per vendor; 3) how much usage was attributed to Publics per vendor; and 4) then an ODIN category – how much usage cannot be attributed to the other three categories per vendor. The bill amount for each vendor/type was then known and could be added together to figure out what amount to charge per type of library. The ODIN portion was split three ways and added to each type.

Below all that, Rostad was then able to attribute a per patron cost by using FTE for Higher Ed; # of students in grades 9-12 for K12 and population served for public libraries.

In the DB Breakdown tab, he shows each library in which section they belong to and what they paid for FY18 and what they would pay for FY19. Note again, that most libraries cost do go down.

- c) Rostad mentioned that proxy cost are minuscule so he didn't talk about them.

Ennen then asked for questions. Bratton believes all makes sense except the # of patrons for Univ of Jamestown. Kotrba commented that patron #'s were pulled from the system immediately prior to Rostad running his spreadsheet calculations. Again, Rostad will share spreadsheet with committee members in pdf and excel format. Soucie commented that ODIN is not just a pass-through for databases – Rostad explained what he meant by pass-through – that ODIN really doesn't retain any \$\$ from database billings – it is not revenue for ODIN. Soucie thanked Rostad/Kotrba for all of the work that they put into creating this billing formula. NDSU asked what consortium or where did Rostad get to use as a model for billing – Rostad replied that he didn't use a model from anywhere – he used the data from ODIN libraries and

costs that ODIN pays for ILS/Databases/Operating per budget year. Ennen asked that committee members look over the spreadsheet and let Rostad/Committee know of likes/dislikes at the next meeting prior to it going out to ODIN Advisory Council. Comments to ILSVISION@LISTSERV.NODAK.EDU will go only to committee members.

- 4) ILS technology (Kotrba) – the mission of K-12/publics is different than Academics- in the future there probably will be two systems (K-12/publics and Academics). There is a unique situation in ND this time, we have systems already in place and we can learn from their usage. Fargo Public Library has open source Koha – NDSU has Ex Libris ALMA – Concordia College has OCLC WorldShare – Bismarck Schools has SirsiDynix. Other systems are also in the state. The cost formula that Rostad created will allow library costs to not be as affected as libraries come and go off the system and new systems come on board. An RFI is being worked on (K12/public and Academic) to collect information and know what to include in an RFP. Soucie mentioned that the plan is to do meetings with potential systems already in ND via online meetings so that meetings can be conducted during the upcoming winter months so weather will not be a factor. Bratton asked if date has been set for anticipated new systems coming in - Ennen mentioned that a hard deadline has not been set at this point. Kotrba mentioned that there may be enough money in the ODIN coffers to avoid major \$\$ being needed to get systems up & running. Soucie stated that some budgets for the 2021 biennium are due July 15, 2018 (ex. state agencies). Soucie commented that if we don't have to rely on State budget \$\$ that would be a best case scenario. Rostad commented that he believes we have time to get RFI and RFP done prior to the July/2018 budget request submission timeframe.
- 5) Governance documents (Ennen) – Documents on the ODIN site are the most current documents. Ennen asked committee members to go out and look at the current documents – ODIN web site, Advisory Council tab – <http://www.odin.nodak.edu/statementoforganization>
- 6) Other Business – Mocnik wanted to express his appreciation to Rostad and group for all of their work on this and moving the ODIN Consortium in a very positive direction. Ennen also thanked everyone and agreed with Mocnik's comments. Kotrba mentioned that the ODIN Office is open and working for all member libraries, so please if you have comments/questions/concerns – don't hold back – please let us know.
- 7) Next Meeting TBD – January 2018. Ennen will be sending out doodle poll to Committee to setup next meeting.

Meeting adjourned at 4:00 pm