

ODIN Advisory Council Meeting Agenda
Thursday December 03, 2015

Bismarck State College Library, Bismarck, North Dakota

Meeting called to order: 10:35 am

Present:

Anderson, Marlene	Hoffmann, Cheryl
Banister, Stephen	Kornkven, Kelly
Bratton, Phyllis	Kuno, Phyllis
Burke, Bridget	Pytlik, Mick
Clairmont-Schmidt, Cindy	Safratowich, Mike
Ennen, Rita	Schultz, Travis
Ertelt, Celeste	Sheahan, Mary
Grenier, Tina	Smith, Ted
Haberman, Dave	Soucie, Mary
Hannahs, Sandra	Stukel, Tony
Harken, Shelby	Walker, Stephanie

- 1) Approval of the April 2015 Meeting Minutes – Mary Soucie – Tina Grenier seconded – passed – 0 opposed

- 2) ODIN Director’s Report (Stukel)
 - a) ODIN has been in discussions with Ex Libris about planning for configuration changes for ALMA and for Primo. The changes will take place between December 20 and 28. Alma testing should be done on December 26-27. The Alma side would see the most impact. There will be no updates to the Primo database in the work period. Record updates that occur during the re-configuration will update no sooner than December 28.
 - b) Summary budget information was distributed. There will be no operating increase for FY17. The three state database (the Minitex contract) cost increase, the second of two in the contract period, will be at the 9.5% as previously announced. This has delayed the full impact of the contract increase until the third year of the five year contract. Several directors requested that ODIN send out to the ODIN libraries an estimate of the FY17 operating and database billings.
 - c) At the previous meeting it was offered that ODIN would work with the libraries to develop standard reports that could be used to the public libraries to generate data needed for annual reporting to the North Dakota State Library. And the same type of reports for the academic libraries to use for the IPEDs reporting. Linda Allbee has visited with the state library about the status of the reports recently and it appears that they are ready for use. These reports will provide for uniform statistics across libraries.
 - d) For North Dakota University System libraries it was reported that work to automate the ‘on demand’ patron or PLIF loads is underway. ODIN staff are working with NDUS programmers to create a loading process that will be scheduled to run daily. There will be options to load the official NDUS email address. If users want their email delivered to a different address they should forward it to that address from their official NDUS

address. There are two sources for the NDUS patron data, the student system and the faculty/staff system. At this time the student side is being worked on and once the student part is tested successfully the staff side will be developed. The target for beginning use of the new process is the spring of 2016.

- e) Linda has been out and visited 38 libraries since last meeting. She has been updating the “Did You Know” documentation on the ODIN web site. If there are topics that libraries would like included please let Tony or Linda know.
 - f) Primo reporting – for usage – some libraries have access through ODIN website and if libraries would like access please let ODIN Office know
 - g) Asked if there are libraries that would be interested in completing a survey regarding Primo usage. The survey target group is library staff who work directly with Primo. Please email Tony if your library is interested in participating in the survey.
 - h) Ex Libris has just announced that Aleph version 23 is now available. We are looking at the details. It does not appear that there are a lot of changes. It may be wise to wait until the next sub-release to look at implementing the upgrade. According to the announcement there are 2,600 libraries on ALEPH at this time.
 - i) Work Day – To be held this spring. Details later in agenda.
 - j) The North Dakota University System is now using Skype for Business (S4B). We have had success running small group meetings using S4B. Expected that future meetings/group meetings may be held using S4B that works well.
- 3) ODIN “Work Day”, April 19, 2016 – April 12 was original date and date changed to April 19 due to NDSL conflict – will be held in CTS IT Building in GF. Our past events have been successful. If libraries have ideas for presentations please contact Ginny Millette who is the ODIN staff coordinating the meeting.
- 4) NDUS update (Mick Pytlik)
- April Meeting – The NDUS appropriation bill mandated that all IT services will now be consolidated under Core Technology Services (CTS) (ODIN is a part of the CTS organization). Noted that ODIN has centralized much of the library IT services from the beginning. Mick said that at this time planning is now underway to implement the consolidation mandate. Mick will keep the group updated as things come into place.
 - NDUS Procurement – Several NDUS CTS staff have recently gone through formal procurement training. Comment made about how the ODIN libraries will need to approach and define any new system when the time comes for Aleph replacement. The main guideline to creating an RFP will be to define requirement levels.
 - ND policy is even if a purchase is expected to be sole source, posting /publication of the purchase intent needs to be public for 5 days prior to any such purchase.
 - Question about individual library purchase of a database subscription. If a library were to purchase a database would the posting/publication need to be done by the library? In such cases libraries should check with their purchasing office for specifics. Regarding the Core Technology Services, which ODIN is a part of,
 - Core Technology Services is now following more closely the ND State procurement policies. Purchases over \$25,000 require a request for proposal. A

question was asked about what public libraries are required to follow. Public libraries should check with their own purchase office on their policies since they are independent administrative entities.

- 5) State Librarian Report (Mary Soucie) – NDSL summer reading program for Adults kicked off June first. There were 3,300 in attendance. A \$250,000 repair/renovation grant was just announced yesterday. Library Vision grants have \$500 left for this biennium. Libraries sometimes don't respond when grant dollars are awarded so that might free up some dollars for other libraries. Stephen Banister thought the grant process was a good and eye opening experience to see the needs out there for libraries.
- 6) Bismarck State College (new) Library tour – The old building was torn down due to failing structure. The group was given a tour of the new building. The Bismarck library staff really like the new building.
- 7) Library Systems Tracking group -
 - a) Committee has met. At this point the committee intends to determine questions to have on a survey of ODIN libraries to identify needs and to determine if those are met by the current system. Such information will inform an RFP regarding functionality that are must haves, nice to have, nice if you can have levels. Will have to determine the correlation across library types.
 - b) It was noted that ProQuest had very recently acquired ExLibris.
- 8) Alma update - (Bridget Burke, NDSU) – Overall they are happy with the product so far. Regarding reports, some of the out of the box items worked, and they have customized other reports. Quarterly tickets have decreased as might be expected as they grow familiar with the system. They are still waiting for the inventory module. They are paying OCLC \$12,000 for inventory which is an expense due to inventory module not currently available in ALMA. The Inventory module is scheduled to be available according to ExLibris before the end of 2015, but they have seen nothing yet. NDSU Libraries are committed by their contract to ALMA through to June 30, 2017. Mary Soucie asked if we know when ALEPH will be no longer supported. Tony answered that there has been no end of life announcement for Aleph. Ex Libris still has a very large number of customers using the Aleph product.
- 9) ODIN Member Library Announcements and Activities
 - Mary Sheahan** – Dickinson State University – President has resigned. The Provost will be leaving Jan 31/16 Renovations for the library are on hold due to changes in Administration.
 - Kelly Kornkven** – Mayville State - Received MLS grant. Have a KitKeeper program underway. Includes book kits, stem kits for school by MASU, Common core sets and Tech sets. Help Desk and IT services are planning to be in the basement of the library. In the summer 2016 reference section being renovated.

Bridget Burke – NDSU – There is construction underway at the main library– The front entrance and circulation area renovation encompasses 3,000 square feet. The president would like student numbers to increase and a long range planning in place. Gate numbers have increase due to new area in the library. They are down from three service points to two. Grand Opening will be January thirty first. An invitation will be sent out to council.

Stephen Banister – This past semester received furniture that was ordered. Students love the furniture in the Learning Information Commons area. Coffee station in library is in the plans for next 6 months. On the main floor 2000 items removed. There are thirty computers on the main floor and it has changed flow of the library. Change in usage was a 7-8% increase this semester over same time last year. Hope to request additional funding in the future to finish up project. The Reference Collection has been reduced by seventy percent. A new catalogue librarian has just started.

Sandra Hannahs – West Fargo Public Library has a new Associate Director, April Ide. The Historical Collection has been moved to the former location of the Teen Collection. The study room has been lost due to space needs. The library is planning to setup dividers in an area off corridor on second floor for study place. The self-service Lending Learning machine is located in the Cash Wise store. It is working minor issues.

Marlene Anderson – Bismarck State College – Their “Book Talk” series will feature “Vietnam War Stories” March 6th, 2016.

Tina Grenier – ND State College of Science - They are at full staffing as of month ago. They have a coloring group starting. An academic group moved out of main floor of the library which has had an impact on usage of the library. There is a Keurig coffee maker and popcorn available in library. They have put in place four “fit desks” and added a stationary bike with table

Travis Schultz – Sanford Health Sciences –The Fargo and Bismarck libraries have been consolidated. Elaine retired June fourteenth. The online library model is working well. Their long range planning is in place.

Stephanie Walker – UND Chester Fritz Library – Walker is the new UND Dean of Libraries. UND libraries vacancies were left open until new her hire. There are 6.5 vacancies and she has approval to hire 5 people. A significant weeding is in progress. The library is cutting the size of the reference collection in half. All four floors of Chester Fritz Library are being renovated and a fundraising program is in the planning stage. The exterior of the library will remain the same but interior will significantly change. A mini renovation of the reference area is being done. Architects coming for the second time next week regarding the renovation project.

Dave Haberman – UND Law Library Interim Director – In January search will begin for a new Law Library Director with the expectation of a start in the summer of 2016. From last August to now they have been going through the collection. There have been many changes and there is nice light and seating in new building. Usage has tripled since moving into new building.

Ted Smith – ND Supreme Court Library – Staff member retired this year after twenty seven years. They are doing position description changes for this position at the moment.

Phyllis Kuno –Trinity Bible College Library - They have acquired some 840 boxes of books as a result of a merger with another college. The campus computer lab moved to library. The library had to rearrange the reference area to include computer lab. They have been moving collections and weeding (15,000-20,000) duplicates.

Celeste Ertelt– Lake Region State College - The library has set up a recording/video editing room in the library. They have a grant for library renovation and have visited libraries in the state to gather ideas for the project.

Phyllis Bratton – University of Jamestown - The changes they have made to their lobby have been well received. Staff with ILL responsibilities retired. ILL has been folded into Circulation. They have a new reference position open and received seventeen applications. The summer weeding project completed last week.

Mike Safratowich – UND Harley E. French Library of the Health Sciences – They are looking forward to the new medical school building scheduled to be completed in time for a June 15 - July 15 move in. The public service staff will be physically integrated into different departments in the new building. The print collection will, basically, cease to exist. The History of Medicine collection will survive the move. They are not sure where it will be housed. The library is working on strategic planning

Rita Ennen – Dickinson Public Library - Previously part time positions are now full-time positions. They are weeding the non-fiction collection. They are doing a survey regarding book mobile services and are replacing the book mobile in the year.

Mary Soucie – North Dakota State Library - No renovations are planned at this time. Other items covered in State Library report during meeting.

10) Other Business – The question was asked; “What will the impact of Fargo Public leaving ODIN?” The first year impact is an income reduction of \$20,000 which ODIN is absorbing, there is potential for future financial impact to libraries.

11) Bridget thanked Marlene Anderson and Bismarck State College for hosting the meeting.

12) Next Meeting (Spring 2016)

Meeting adjourned at 2:35 pm