

Friday October 14, 2016 10:00am

Valley City State University, Valley City, North Dakota

VCSU Student Center, Skoal Room

Attendees:

1. Jenny Grasto – NDSU
2. Amy Reese – NDSU
3. Larry Peterson – NDSU
4. Marlene Anderson – BSC
5. Tammy Loran – Sanford Health
6. Ted Smith – ND Supreme Court
7. Tina Grenier – NDSU
8. Phyllis Bratton – University of Jamestown
9. Mary Sheahan – DSU
10. Mattie Albertson – DCB
11. Rita Ennen – Dickinson Public
12. Donna James – VCSU
13. Mary Soucie – NDSL
14. Cindy Clairmont- Schmidt – NDSL
15. Sandra Hannahs – West Fargo Public
16. Shelby Harken – UND Chester Fritz
17. Wendy Wendt – Grand Forks Public
18. Kelly Kornkven – MASU
19. Jerry Rostad – NDUS
20. Tony Stukel – ODIN
21. Chery Hoffmann - ODIN

Meeting was called to order 10:05 am

Approval of Minutes - of the May 11, 2016 Meeting

- Motion to approve – Mary Soucie Seconded – Marlene Anderson - All in favor.

ODIN Director's Report (Stukel)

- **Web site upgrade** was completed and went live in August. There were a few issues at first. We were unable to migrate the logins to the new server. The ILL pages were not converted from their old form at the time of the change but are now in place. They have been integrated into the site. Reminder that a search box *template* available for Primo you can put on your web site.
- **Library Removal** - Fargo Public Library records cleanup in progress. The process has been verified on the Test server and work is beginning on the Production server. Some of you might be contacted regarding a few shared patrons with Fargo Public who have fines. Most of these are very old.
- **Test client installed** – ODIN creates two clients for each ADM. One is the Production client that you all use. The other is a Test client for testing purposes. Most staff should (also) have a Test client installed. This will help you and ODIN staff trouble shoot Aleph issues encountered by your library.
- **System Upgrade** - Ex Libris will be moving all of their hosted sites to a new configuration. We will move the Test environment at or near Thanksgiving. If all goes well doing Production over Christmas break. Exact dates are yet to be determined. We will announce as soon as the dates are fixed. There might be some down time. This is yet to be determined by testing. As always we will minimize impact.
- **Security Update** – The North Dakota University System does filters files and email to prevent the sending of Social Security and credit card numbers. This is to prevent the unsecured or accidental release of this type of information. It is I don't believe we have any issues of libraries creating, storing or sending emails with SS or credit card numbers in them. NOTE comments from libraries that some vendors do request this info – (UND – are asking for this info for accounting side of things and go into PeopleSoft and possibly

ALEPH. Dickinson Public collect address etc. only and if need to go to collections done via address).

- **Outage Announcement Methods** - There has been some talk of using Twitter to announce outages. Where this can be especially helpful is if the network is down and email cannot be delivered.
- **Work Day Topics** – Heads up for the annual ODIN “Work Day” held in the spring. Asked libraries to give some thought to topics. Some potential topics mentioned were Citation manager use & experience and trouble ticket system usage if there is a change in that process this year. Other suggestions were encouraged.
- **Contracts** – This was an awareness issue regarding the need for ODIN to update contracts. North Dakota State Agencies are required by law to refresh contracts no less than every 10 years. ODIN will need to renegotiate with ProQuest regarding the eLibrary database contract. Also with Ex Libris. The current contract with Ex Libris is year to year and was first signed in December of 2003 and has been amended multiple times. The ProQuest eLibrary contract has been modified/reduced this year and may be eliminated depending on the budget situation in the next budget period.
- **MeetMe for meetings** – The use of MeetMe rooms for online meetings was mentioned. ODIN is using the MeetMe product and it has worked well. It has been easy to use and requires only a browser for any participant. It is also configured to accept phone attendance if web access is not available. For those who Tony has not contacted using MeetMe, he will be verifying with you that it is functional. It was noted that the North Dakota State Library and Grand Forks Public Library are now using as similar product, Zoom. Meet Me is licensed for all North Dakota University System campuses.
- **Primo Linking Progress** - We have made significant changes to Primo and SFX linking. The observations of ODIN staff are that there have been significant changes in results. There are far fewer broken links to database resources full text that there were at the beginning of the project. We have not gotten too much feedback directly from libraries and would like to have some. ODIN staff will be calling individual libraries one-on-one for feedback. We want to be able to confirm our observations with your libraries.

1) Funding Reductions Impacts

Funding Reductions Impacts

- Where are we at as a group?
- For ODIN there are two pools of appropriated funds. One area is (funded) databases and the other is staffing. All other expenses are paid by local funds. So far to handle this biennium’s required reductions all ODIN out of state travel was suspended in December 2015 and ODIN has reduced the eLibrary subscription by cancelling the Academic and Elementary segments and retaining the K-12 and Public Library segments of the product. The CTS organization is making other cuts that may have some impact on ODIN. The 24/7 help desk may have hours reduced.
- Discussion of impacts on other ODIN members funding followed. Wendy asked about the eLibrary cancellation. Tony told the group that on ODIN website under databases is a list of databases available to their library at this time. The ND State Library (NDSL) noted that they had a 6.55% cut in the current biennium so they looked carefully at databases when they made cuts. Their expectation is that next biennium there will be at 10% cut and databases will be looked at again. Donna James, Valley City State Library asked if NDSL could send out more notice to libraries of cuts coming because cuts that NDSL made also affected other libraries. They found themselves without these shared resources. The ND State Library said that one more database probably will not be renewed but could not

identify it since the vendor has not been formally notified yet. NDSL cut state aid and databases for next fiscal year. If there is a database you would like NDSL to consider please contact Mary Soucie or representative on coordinating council. NDSL gives testimony to legislature on behalf of the entire state libraries. UND libraries - budget is at 2006 level and Provost has been subsidizing libraries since then. Vally City State Library is closed Sunday nights and open evenings with both staff and students. North Dakota State University (NDSU) has put an across campus hiring freeze in place. Library has seven positions open and was only able to full one position. Waiting for the hire of a new Dean of Libraries. They have not had to cut any databases at this point and are looking at databases pricing to see if they can reduce costs further without cutting. The Associate Dean position was cut and will be not replace in the near future. If an 85% budget happens in the next fiscal year then more cuts will have to be happen. NDSU reference desk hours have been cut to offset budget cuts. Some databases cuts could be coming.

2) State Librarian Report (Soucie)

- State Library Monthly Report October 2016 (May-Sept.)

Conferences:

A number of staff attended the NDLA Annual Conference. Presentations were given by Library Development Specialist Meier and Soucie on Active Shooter Policies; Library Development Manager Stroshane on Data Privacy; and Public Services Manager Peterson on Increasing Broadband Speeds in Libraries. Library Development Specialist Martinson and Soucie both participated in an NDLA Ignite presentation- 26 slides, 5 seconds each. Martinson's topic as "Make America Read Again" and mine was "Staying Positive in Negative Times".

Soucie attended National Library Legislative Day in Washington D.C. She met with aides for both Senators and Congressman Cramer. She also visited the Library of Congress. The Spring COSLA meeting was immediately following NLLD.

Soucie attended an E-rate meeting with Senator Heitkamp, FCC Commissioner Rosenworcel, and representatives from ITD, NDUS, Edutech and several schools. Soucie gave an overview of the LEAP project and how libraries are utilizing E-rate funds, prepared by Peterson.

Continuing Education

The State Library has subscribed to Zoom web conferencing software. We plan to offer more online educational opportunities as well as host a variety of meetings. Our first meeting via Zoom was our NDLCC Standards Subcommittee. Zoom worked very well and we're excited to offer this to the library community.

The State Library held their Summer Class for school librarians. This two day event allows them to get a continuing education credit. Twenty-nine school librarians attended the class.

This year's Summer Summit was held in four locations. A total of 45 people attended. Topics included working with different personality types, standards compliance for public libraries, and board/director relations. Each Summit also served as a focus group for our five year LSTA evaluation and plan. We garnered good information on what services are important to the public libraries.

Digitization

Digitization Librarian Baltzer Kom started the ND Digital Action Planning Group. The purpose of the group is to establish some kind of central portal where people looking for info on ND can search across collections and institutions. There are reps from UND, NDSU, Minot State, Theodore Roosevelt Digital Library, Bismarck Public, NDSCS, Fargo Public and Grand Forks Public.

Outreach/Programs

NDSL hosted a Pokémon Go event that had over 275 attendees. Staff from all departments assisted with either the setup or the event itself. We received great coverage in the media, including two different TV stations and two radio stations. There was even an article in the San

Francisco Chronicle about the event.

Stroshane, PI Coordinator Byram, ILL Manager Mosser and ILL Tech Kurtz did a drone event at Mandan Library, as part of the summer food program. They showed patrons how to use the drone, allowing the kids to fly the drone. One hundred people participated in the program.

Our Summer Reading Celebration was a huge success this year. We had over 3,000 attendees.

Our Dignitary Guest Readers included Secretary of State Jaeger, Lieutenant Governor Wrigley, Bismarck Mayor Seminary and Bismarck Police Chief Donlin.

Baltzer Kom presented at the Upper Midwest Digital Collections Conference.

The State Library's Summer Reading Book Bingo concluded at the end of August. We gave out 73 cards to patrons and received 21 completed cards back; 12 out of 13 staff completed staff cards were returned. Prizes were free books that we receive from a publisher.

North Dakota Library Coordinating Council

The NDLC met at the Eddy New Rockford Library. Agenda topics included Standards for Public Libraries, database committee recommendations regarding database renewal, a Library Visions 2020 grant update and the Library Services and Technology Act five year plan. The Council created a subcommittee to look at the standards to determine if any revisions are needed. The State Library needs to write an evaluation of our existing LSTA five year plan and a new five year plan. We have contracted with JM Strategies to assist us with the process. The Council served as our first focus group. Additional focus groups will be held at the Summer Summit, NDLA Annual Conference, online and with the State Library staff.

The Council has created a subcommittee to look at the public library standards. The standards are effective July 1, 2017 and in order to apply for NDLC grants, libraries must be in compliance. Library Development and Administration have been working with libraries to help them achieve compliance. We currently have 3 libraries that in total compliance. We have added a monthly feature to Flickertale in which we highlight one of the standards and discuss how to come in compliance. We believe that some of the standards, such as Reader's Advisory Service and ADA compliance have a high number of false negatives so we're hoping the articles will help libraries better understand how they are actually meeting the standards. 3 open positions – Steve's position – school/youth services library specialist -

3) NDUS update (Rostad)

Jerry gave a brief description of what his group does and gave power point on NEXUS Key items for NDUS are unmanned aircraft, cybersecurity and advanced computing. A question was asked about internet filters. Jerry expressed that firewalls are in place across NDUS – ITD does filtering for k-12.

4) Library Systems Tracking group (Soucie/Stukel)

Laurie McHenry is going to chair the committee – next meeting is planned to finalize survey and then deploy it. Focus on functionality and difference between library types. What do libraries need, functionality and then what are the next steps?

5) Scrubbing Patrons (Discussion)

How does it work? If no outstanding fines or other issues with the record then the association with the patron returning materials is removed.

What is the current situation? Patron info is kept indefinitely unless your library does scrubbing.

Kelly K. asked what other libraries are doing regarding patron circulation records for retention?

NDUS policy is patron records for 3 years and can only be shared with subpoena from law enforcement. Public libraries follow the state retention policy.

NDSU don't retain any patron record information after an item is checked out and checked back in.

Jerry Rostad requested to have a VCSU list of record retention policy.

Mary proposed to get a committee in place to talk about record retention and also have Ted Smith involved for his legal experience.

6) Patron Loading (Stukel)

We are close to changing the load of Students from "on demand" batch to daily unmediated loading.

- Will deliver daily updates to the library system.
- Will update, names, addresses (mail, email), phone numbers, Campus (official) email should be the email that is entered
- Update will be from the "System of Record"; PeopleSoft (ConnectND).
Libraries having issues when patron has more than one home library. This is not related to the new process.
Libraries will be seeing errors due to this situation.
- Student side has been worked on first. Faculty/Staff will follow shortly after. We have extracts for both.
- Will make more feasible email notices from NDUS libraries.
- Regular loads will continue until we are in production with the second generation PLIF.
- We are thinking that the process might be adapted for those with data sources. K-12 and private higher education – records from power school

Manual Load improvements

- We have been exploring with Grand Forks Public Library streamlining the creation of patron records.

Meeting Adjourned at 3:20