Minitex Shared E-Resources Task Force
Charge
Revised May 2019

**Purpose:** The Shared E-Resources Task Force (formerly Minitex Electronic Information Resources (MEIR) Task Force) represents libraries of all types from across the Minitex region. The Task Force advises Minitex and its funding partners in Minnesota, North Dakota, and South Dakota in the selection of statewide e-resources.

**Statewide resources purpose:** The Task Force supports Minitex's commitment to helping its members create a digital information environment that offers the citizens of MN, ND, and SD access to resources that enhance education, economic development, and overall quality of life. Resources selected for inclusion in the statewide program serve the full spectrum of library users - from preK-12 schools, to post-secondary institutions, to lifelong learners in public and special libraries. A statewide collection ensures equity of access to information in communities no matter geography or economic status.

Resources selected for inclusion in the statewide database collection:

- Provide multidisciplinary database products that include indexing, citations, abstracts, and full-text from journals, magazines, other periodicals, books, web content, media, and content in other formats.
- Provide coverage of academic disciplines including humanities, social sciences, natural & applied sciences, business, computers & information technology, medicine & health, and general interest.
- Provide content appropriate for pre-school through 12th grade students, higher education audiences, researchers, and adult learners.
- Provide specialized coverage of education, health, business, current events, Spanish-language materials, and job and career resources.
- Provide online reference resources.

http://minitex.umn.edu/Elm/Purpose.aspx
[Note: the preceding bullet points will be reviewed for application in the next cycle.]

**Membership:** The task force represents a broad constituency of libraries. As such, it includes members from all types of libraries: public, K-12, 2-year academic, 4-year academic, and special libraries. Members are included from MN, ND, and SD in rough approximation to population size. Departing members are replaced with representation from like institutions.

**Role:** Task force members are asked to consider, review, and recommend resources on behalf of all library types. Recommendations are advisory in nature. Minitex works with funding partners to make final decisions.

**Activities:**
- Major effort of the task force revolves around support for a Request for Proposal (RFP) process - to draft requirements for a statewide database collection, review responses from vendors, and provide recommendations.
- An important component of drafting an RFP is assessing needs of the library community - the task force members will communicate with their constituencies and libraries across the state to determine needs.
- Task force members will also help to lead an evaluation of the current statewide databases.
- Drafting the RFP and evaluating responses represents a significant time commitment. Drafting work would occur in the fall of 2019. RFP response ranking and recommendation would occur in spring of 2020.

- Task force members are also called upon to share information and respond to questions regarding shared e-resources during the life of the database contracts - which are typically 5 years.

**Communication:**
- All members of the task force are added to the SER Google group. Email can be sent to the entire task force via sertaskforce@umn.edu.
- Important background and working documents will be organized in a Google Drive folder located at https://z.umn.edu/sertaskforce. The SER Google group will have full edit access to content in this folder. All new documents for the task force should be created within this folder to ensure consistent access. The Minitex@umn.edu Google account should be added as an owner.
- The bulk of meetings will occur online via Zoom. This requires a computer with audio and internet capabilities, and prefers video capabilities as well.
- In-person meetings may occur infrequently during the RFP drafting process.
- Attendance at in-person vendor presentation sessions in spring of 2020 is strongly preferred. These in-person presentations are tentatively scheduled for the week of March 23rd, 2020, and may span 2-3 consecutive days.
- Minitex will reimburse for reasonable travel expenses incurred in attendance of these in-person meetings.

**Time:** Members serve during the RFP planning period and then for the life-cycle of the statewide contract - typically 6 years total. The great bulk of work happens during the RFP process.
- August 2019 - Convene/background
- August-September 2019 - Evaluation/needs assessment
- September-November - RFP requirements drafted
- November 2019 - RFP issued
- By early January 2020 - Responses due
- January-April 2020 - Trial access for selected vendors
- February 2020 - RFP responses reviewed and shortlist selected for in-person presentations
- Week of March 23, 2020 - In-person presentations
- April-June 2020 - Contract negotiations
- July 1, 2020 - New contracts begin

**Task Force History:**
The Minitex Electronic Information Resources (MEIR) Task Force was formed in 1999.
Major efforts in 1999–2000, 2003-04, and 2008-09 were undertaken by the Task Force to draft RFP requirements for statewide electronic resources, known in Minnesota as the Electronic Library for Minnesota (ELM), and to review the responses from vendors. The 2014 – 2019 MEIR Task Force faced the same tasks – reviewing and revising an RFP by the end of December 2013 and ranking the responses from vendors in spring 2014. The 2014 contract was extended by one year in 2018 to leverage low or zero-percent yearly increases - which brought the contracts out through June of 2020.

**Members:**

**Shared E-Resources (SER) Task Force**

**Formed July 2019**          **Task Force Members**

| Name | Affiliation | State | Library Type |
|------|-------------|-------|--------------|
| Karen Landsverk | Elementary Media Specialist - Becker School District | MN | K12 |
| Tina Larson | Media specialist (K-5) - Elk River School District | MN | K12 |
| Dawn French | Library Services Lead - St. Paul Public School District | MN | K12 |
| Jill Seiler | Media Director- Little Falls School District | MN | K12 |
| Shannon Crary | Hennepin County Library | MN | Public |
| Maureen Maloney | Duluth Public Library | MN | Public |
| Jenny Rodger | Moorhead Public Library | MN | Public |
| Jami Trenam | Associate Director - Collection Development - Great River Regional Library | MN | Public |
| David Wuolu | College of St. Benedict/St. John's University | MN | Academic - Private |
| Theresa Borchert | Concordia College | MN | Academic - Private |
| Kimberly Feilmeyer | Information Literacy & Collection Development Librarian/Hamline University | MN | Academic - Private |
| Mary Dennison | Rochester Community and Technical College | MN | Academic - 2 year |
| Paula DeMars | Director of Library Services - Leech Lake Tribal College; Librarian - Northwest Technical College | MN | Academic - 2 year |
| Randi Madsen | Century College | MN | Academic - 2 year |
| Tammy Bobrowski | Bemidji State University | MN | Academic - 4 year |
| Casey Duevel | Minnesota State University, Mankato | MN | Academic - 4 year |
| Peter Bremer | University of Minnesota, Morris | MN | Academic - 4 year |
| Jennifer Quinlan | St. Cloud State University | MN | Academic - 4 year |
| Cody Hanson | University of Minnesota, Twin Cities | MN | Academic - 4 year |
| Martina Malvasi-Haines | Executive Director of Library Services - MSU Moorhead | MN | Academic - 4 year |
| Elaine Settergren | Reference Librarian, Minnesota Legislative Reference Library | MN | Special |
| Kelly Arp-Berge | Electronic Resources Librarian - Mayo Clinic Libraries | MN | Special |
| David Bradford | South Dakota State Library | SD | Special |
| Mary Kraljic | South Dakota State University | SD | Academic - 4 year |
| Lisa Brunick | Augustana College | SD | Academic - Private |
| Steve Johnson | University of South Dakota | SD | Academic - 4 year |
| Eric Stroshane | North Dakota State Library | ND | Special |
| Benjamin Daeuber | Fargo Public Library | ND | Public |
| Amy Soma | Fargo Public Schools | ND | K12 |
| David Gray | University of Mary | ND | Academic - Private |

**Funding Partners**

| Jen Nelson | MN State Library Services | MN |
| Maya Beecham | MN Office of Higher Education | MN |
| Dan Daily | University of South Dakota / SD Regental Database Consortium | SD |
| Daria Bossman | SD State Library | SD |
| Mary Soucie | ND State Library | ND |
| Ellen Kotrba | Online Dakota Information Network (ODIN) | ND |

**Minitex Team**

| Matt Lee | Associate Director |
| Anne Hatinen | E-Resources Librarian |
| Rita Baladad | E-Resources Librarian |
| Beth Staats | Outreach & Instruction Librarian |
| Carla Pfahl | Outreach & Instruction Librarian |
| Linda Mork | Outreach & Instruction Librarian |
| Paul Swanson | Technology Director |
| Dana Kocienda | Program/Project Specialist |
| John Butler | Interim Director |