

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Special Meeting Minutes

DATE: MARCH 2, 2011

LOCATION: 175 NW MEADOW LAKES DRIVE

TIME START: 3:00 PM TIME END: 5:00 PM

RECORDED BY: NEVA CAUDLE

ATTENDANCE

		GUESTS	
Patti Norris	Board Chair person	Ken Fahlgren	Crook County Commissioner
Martha Richitelli	Board member	Todd Dunkelberg	Library Director, Deschutes County
Valerie Schnoor	Board member	Steve Dougill	Crook County IT Director
Wayne Kee	Board member	Camille Wood	Library Director
Mike McCabe	Crook County Judge	Cindy York	Library Circulation Manager
Seth Crawford	Crook County Commissioner	Julie Handyside	Library Youth Services Manager
David Wise	<i>Board member – not present</i>		

AGENDA	DISCUSSION AND ACTIONS
CALL TO ORDER	The meeting was called to order at 3:00 pm
ESTABLISH QUORUM AND WELCOME GUESTS	Chair person Patti Norris welcomed members and guests.
DISCUSS LIBRARY AUTOMATION SYSTEM	<p>Todd Dunkelburg, Director, Deschutes Public Library, handed out an estimate sheet outlining costs for CCL to join the DPL Integrated Library System (ILS). The estimate includes start-up costs for the first 12 months and annual costs after the first 12 months.</p> <ol style="list-style-type: none"> 1. Todd stated that the estimates discussed are very rough numbers. The current cost for the Innovative Interfaces Associate Library Fee package is \$55,000.00 not including self checkout software. Todd estimates the cost of the software license for self checkout to be approximately \$3,000.00; ongoing maintenance for self checkout is about \$200.00 per year. Board members asked how selfcheck was received by DPL patrons. Todd replied that selfcheck seemed to work well when library staff members initially stood by and instructed patrons. He said that self checkout is not a requirement to join with DPL but is highly recommended. The \$55,000.00 also includes serials and acquisitions modules which are not available through the current ILS Crook County Library is using. 2. Todd stated that CCL computers will need to be replaced so the DPL IT staff will not have to rewrite software in order to work with the CCL's outdated system. Steve Dougill acknowledges that the county likes to replace computers every 5 years and that the library is due for new hardware. 3. Wayne Kee asked about the cost of IT support. Camille explained that the \$8,000.00 noted on Todd's estimate will be to maintain the computerized catalog (CCL is currently paying \$10,000/yr to Softlink for ILS support) , and that

the \$19,000 noted on the cost sheet is for general IT support which would be provided by Deschutes staff if CCL contracts with DPL. Commissioner Seth Crawford clarified that CCL is already paying about \$19,000 to Acctech for support of the library computer hardware, so the cost will be virtually the same with DPL. Steve Dougill added that the benefit to us will be that the technicians with DPL are trained in library systems where AccTech is not, and that working with library software is a learning process for AccTech which has become quite time consuming.

4. Todd mentioned that a big advantage for CCL will be that our computer expertise is sitting only 38 miles away. In addition, DPL can run the system remotely. He says that cleaning up the catalog records, training staff and getting the online catalog up and running are all included in the cost.
5. Todd suggested that CCL can save money on cataloging costs by weeding and re-bar coding now. DPL will then take our entire collection and run it through a company that standardizes the cataloging records and gets them ready to feed into Innovative Interfaces. Another way to save money initially will be to eliminate carrying some patron information into the new system, such as fines. Todd reiterated that these numbers are ballpark figures based on usage. There are different models for charging for IT support depending on Crook County Library needs.
6. Camille said that another benefit to partnering with DPL will be Pharos, a software program that manages all the public internet computers, which may have better functionality than the product CCL is now using, which requires a lot of staff time.
7. Todd shared that use of digital services have increased significantly; eBook use, in particular, is up 75% this year. Board members and guests discussed the costs and benefits of Library2Go, which CCL currently subscribes to, versus Overdrive, which DPL uses. DPL prefers Overdrive because, even though there are fewer titles than Library2Go, the waiting time for a title is significantly less.
8. Steve asked about Deschutes, Jefferson and Crook Counties being on the same system and wonders, from the patron's perspective, about a) the use of library cards and b) access to digital downloads. Todd responded that one card will be issued for use throughout Central Oregon rather than patrons holding individual cards for each library. Regarding digital downloads, Todd said that it is possible for libraries within the partnership to use different digital download software but it would add considerable work to configure and would also be confusing to patrons.
9. Todd stated that his goal for the three counties to collaborate together is that patrons will have mutual access to all materials. He said that scaling services also makes sense in that many functions run automatically and do not take more time or money to service additional libraries in the partnership.
10. Patti Norris asked what the plan for a more inclusive process will be when major decisions need to be made. Wayne Kee also wondered where CCL will fit into the decision making process. Todd stated that DPL will require CCL to adopt their borrowing policies. Commissioner Crawford asked Todd if he would be open to putting other libraries in the group into the decision making process. Todd recommended that anything that is important to CCL be put into the contract. Camille handed out copies of the Jefferson County contract. Patti asked Camille how decisions were made at the Nampa library as part of a

consortium. Camille explained that it started out very casually with 4 libraries sharing the ILS system and then grew to 10 libraries. At that point, a committee met four times a year to discuss future plans; she said that migration to a different system was by consensus. Steve Dougill asked at what stage CCL's involvement with DPL will move from being a contract to a consortium. Todd replied that Innovative Interfaces has worked very well for DPL but they're not the ideal solution to everything and that DPL has their own frustrations with them; however, Innovative Interfaces is stable and functional.

11. Chairperson Patti Norris asked if Camille now has enough information to put together a budget; Camille answered that it is a great start and that she will meet with Todd to refine the numbers.
12. Patti Norris asked the court members if this gave them enough information once it is formulated as a budget request. Judge McCabe replied that our patrons are really frustrated and it's time to treat them right by changing the system even if it does cost a little money and that it is time to move forward.
13. Patti asked what the DPL staff thinks about CCL joining the ILS. Todd replied that there is currently a hiring freeze and they are wondering how they can do more without more staff. However, he said that the cost estimates do include support for DPL staff to allow them to work on the migration.
14. Camille discussed allocating staff time and work load if CCL migrates to Millennium. She stated that the transition will require an increased work load on current staff. Todd recommends re-bar coding over a 6 month period and then shutting the library down for 3 days for staff training on the new system.
15. Patti asked for a timeline. Todd said he believes DPL will be ready to receive CCL into the ILS in the fall of 2011. Steve Dougill notes that this will be a huge project and asked who will be the project manager. Todd replied that DPL will manage the project; he added that this will be the third time DPL has been through a process of this type. Todd estimates the project might take about 6 months to a year. Judge McCabe asked that Todd provide a draft for the proposed project and complimented Todd on the presentation; he said the technology is available and CCL should take advantage of it. Todd offered that interested parties should contact Jefferson County directly to get feedback on their experience with DPL and Innovative Interfaces.

ADJOURN

The meeting was adjourned at 5:00 pm.