

MONTANA SHARED CATALOG
Executive Committee Meeting
Thursday, July 27, 2006
Bozeman Public Library

MEMBERS PRESENT: Beth Chestnut, Alice Meister, Ann Rutherford, Sue Sillick, Marilyn Trospen.

MEMBERS ABSENT: None.

OTHERS PRESENT: Sarah McHugh, Claire Morton, Bruce Newell, Jennie Stapp.

The meeting convened at 10:10 a.m. Due to the resignation of Lee Phillips this past May, the Executive Committee lacked a Chair. Sarah McHugh was asked to conduct today's meeting.

MINUTES: Ann Rutherford moved and Sue Sillick seconded to accept the minutes of Monday, May 1, 2006. **Motion carried by acclamation.**

MONTANA STATE LIBRARY BUDGET & MSC: Bruce Newell reported that the five items in the State Library's budget sent to the Governor's office have all been denied. Several subsequent meetings have been held but so far nothing has changed. Two issues pertain to the Montana Shared Catalog, 1) MSC becoming a proprietary account under the Montana State Library and, 2) transferring the salaries of Sarah McHugh, Mike Price, and Jennie Stapp to the General Fund. It is unclear why the proprietary account was denied because there isn't any downside to the concept. The State Library is currently putting together a strategy to help solve the problem and the Executive Committee's help may be needed. Bruce cautioned everyone not to panic but it is a problem. The State Library's position is that the requests are caught up in a larger battle concerning ITSD and perceived technology issues. Alice Meister stated that she assumes they were looking at the whole package but didn't dissect individual points. Ann Rutherford said she sees this as a national problem too when things start to be called information technology. Claire Morton offered the services of Missoula Public Library to continue doing the accounting if so needed. Bruce said this really needs to get straightened out but we may need to be prepared for Plan B. Although it isn't the first choice, creating a 501(c)(3) status may be the only option. Alice wondered about models other states use through state libraries and Bruce added that models in the private sector might be helpful to look at also. Bruce Newell will keep the Executive Committee informed. The consensus is to wait and see but to be prepared to respond with phone calls, letters, and possibly trips to Helena when the call comes for help.

MEMBER AT LARGE: The names of four individuals and their associated libraries were shared for the vacancy of Member At Large. In order of name submission, the list includes: Marie Habener (Dillon Public Library); Jean Nielsen (Three Forks Public Library); Jane Gardner (Big Timber High School); and Honore Bray (Missoula Public Library). The open seat can be held by anyone within the membership; the appointment expires October 2007. Points made during the discussion centered on the importance of regional balance, having a good voice to represent issues, and the necessary time commitment. Alice Meister moved and Marilyn Trospen seconded to appoint Jane Gardner to fill the unexpired term; the motion did not pass by a vote of 2 to 3. Beth Chestnut moved and Ann Rutherford seconded to appoint Honore Bray; the vote was 2 to 2, with one abstention. Ann Rutherford moved and Alice Meister seconded to appoint Jane Gardner. **Motion carried 3 to 2.** Sarah McHugh was asked to thank everyone and to inform each of them regarding the outcome. The appointment of Committee Chair will occur at the next Executive Committee Meeting.

BUDGET UPDATE & CASH FORWARD: Claire Morton passed out an updated handout for the FY2007 MSC Budget. She noted that revenue has been filled in for New Libraries and Unencumbered Cash. The iBistro/iLink bill is projected for the coming year on estimated user records and appears in the budget lower than the actual expenditure. The invoice was \$2,215.00 higher at \$29,203.00 due to an increase of 14,000 users from the March 10th user count extraction. Sarah expects to have a conversation with Rick Branham regarding the iBistro/iLink bill. Bruce Newell stated that he has had two conversations with individuals about MSC and the accounting structure. These conversations affirmed for Bruce that the MSC has moved from a “project to a program - it is now part of a mandate.” Financial analysts encourage account names and some headings within the current structure may need to be renamed. He feels we shouldn’t fret too much about the details and mechanism at this point. It is more important to define the outcome parameters we want to have in place by July 1, 2007 and let Darlene Staffeldt and Kris Schmitz, Central Services Manager for the State Library, get from here to there. In terms of cash forward, what is the level of risk versus the level of comfort? Sarah McHugh said most people want a cushion. Alice Meister stated it isn’t uncommon to build in a reserve and that 5% seems customary and prudent. Taking into consideration the current figures, 5% translates into \$12,000.00. It was pointed out that public libraries are allowed to maintain a reserve. Each year will be different and the monies may or may not be there at the end of each fiscal year. It is a balancing act and bills could be adjusted accordingly. Sue Sillick stated that, with the uncertainty about the outcome of the proprietary account plus any State Library overhead or an outside accountant, she feels we need to be cautious about spending down the cash forward too much. Bruce Newell suggested meeting with Darlene and Kris soon. They need a little prep time to come up with a scenario that can be taken to the membership. He recommended naming the line item whatever Kris suggests and that the membership needs to differentiate between contingency and cash forward. Sarah said she is already getting requests for cost estimates. Ann Rutherford moved and Alice Meister seconded to recommend a 5% cushion for FY2008 and direct Sarah McHugh to share today’s discussion with Darlene and Kris in order to obtain a recommendation in preparation for the Fall Membership Meeting. **Motion carried by acclamation.**

In another matter, Sarah reported that the State is moving to a different classification system from a pay grade plan to broad band. Jennie Stapp will receive an automatic 7.8% increase this year and again next year. LSTA funds were used for the FY2007 increase but costs will go up in FY2008 for the share to remain at 50/50 between LSTA/MSC. Everyone got between 0% and 10%. Jennie’s salary is currently \$33,868.00.

MISSOULA COUNTY NUMBERS/MSC NUMBERS: Claire Morton has asked Missoula County for the final FY2006 figures and the report will show the cash forward balance. Sarah McHugh said that the contingency amount showed \$941.00 more at the end of June than the MSC figures did on June 12th. Claire said she wants to be a little more picky regarding the date that the information is calculated.

EPS/ROOMS BUILDER: Sarah McHugh reported that we continue to wait on the consortial version of EPS. She verified with Rick Branham that the original price is locked into place. It can be purchased at no increase in cost but not installed until the consortial version is ready. Sarah also said that GL3.1 upgrade is delayed until SIRSI receives an Oracle patch for AIX sites. *Load use of Director's Station in terms of OPAC usage - fascinating browsing/results - tracks last month and current month - restrictions in sessions.* Hannah Nash, from Miles City Public Library, has gotten very involved in learning Director's Station and has conducted some in-depth training sessions. The goal is to develop a group of core trainers to assist the membership in learning Director's Station and to piggyback it with other MSC training. It might be possible to use WebEx sessions to help facilitate this training also.

ALTERNATIVE ONGOING CASH FORMULAS: Sarah McHugh distributed a handout of five cost models regarding consortia costs from the SIRSI national conference. She attended a breakout session on the topic and it was interesting to note that the model used by MSC was also included in the handout. Most of the examples have multi-type libraries and almost all of them have some type of reserve account. Alice Meister said it would be beneficial to her to see some of actual figures using the different formulas. Two of the models (Four-part Invention and New Formula 25%, with title only not items) were selected to use as examples so that figures could be computed for comparison. The results should provide some interesting data for discussion at the next Executive Committee Meeting. The percentages will also be shared with the membership in October.

SHARED ELECTRONIC RESOURCES – FUTURE PLAN: Over 9,000 NetLibrary titles were loaded into the catalog this past year and each library has holdings with a shared license agreement. New libraries will have access to these titles as well. NetLibrary so far has been good about the licensing but it may be up in the air in the near future. Frenchtown High School is the first new incoming library with 3,400 of their own NetLibrary titles, although some of these are duplicates of the original 9,000. Some Gale records have been loaded as well. Current users will not have access to titles only owned by Frenchtown and this may cause some confusion. Furthermore, the addition of the electronic titles is creeping the catalog up to the next bib range with SIRSI to 700,000 meaning higher costs. The question is, "How do we want to handle electronic bibs in the future?" Sarah reminded everyone that the 9,000 titles are not included in everyone's bib count. Points shared for further thought included: OverDrive is a vendor that provides electronic delivery which could be of benefit for the consortium; being aware that the timetable of a large library joining is important; asking the Commission to continue to support the higher model; license agreements will continue to have more of an impact. At the very least, Sarah thinks it is worth the time to revisit discussions NetLibrary for the use of Frenchtown's records.

Appreciation was expressed to Alice Meister for hosting today's meeting.

The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Marilyn Trospen
Executive Committee, Vice Chair