

MINUTES
MORE Executive Committee
Friday, June 26, 2020
(Virtual meeting via Zoom)

Present/Attending: John Thompson (IFLS), Rob Ankarlo (CU), Rebecca Puhl (PH), Coleman (RO) proxy held by Ankarlo (CU).

Also Present: Lori Roholt, Kathy Setter, Bridget Krejci, Maureen Welch, Deb Faulhaber, Bethany Bulgrin, LeAnn French (DR), Karen Furo-Bonnstetter (WO), Julie Woodruff (EC), Charlene Conradi (FC), Madeline Page (HU), Christy Rundquist (PE), Amy Stormberg (AM), Carol Sundell (CF), Cricket LaFond (CL), Joe Niese (CF), Katherine Elchert (RL), Shelly Rae (SA), Tiffany Meyer (EL), Hollis Helmecci (LA), Jessi Peterson (CF), Kristina Kelley-Johnson (SO), Jennifer Rickard (NR), Kimberly Hennings (EC), Barbara Krueger (DP).

CALL TO ORDER:

Thompson (IFLS) will serve as Chair in the absence of the Chair and Vice Chair.

Thompson (IFLS) called the meeting to order at 10:05 am.

ESTABLISH A QUORUM:

A quorum was established.

COMPLIANCE WITH OPEN MEETING LAW:

Compliance with open meeting law was confirmed.

MODIFY/APPROVE AGENDA:

Ankarlo (CU) moved to approve the agenda. Thompson (IFLS) seconded. Motion carried.

MINUTES:

Ankarlo (CU) moved to approve the minutes dated May 1, 2020. Thompson (IFLS) seconded. Motion carried.

HEARING ON 2021 MORE BUDGET:

Roholt will review the budget with those in attendance. The MORE Executive Committee will meet following the budget review to recommend a budget at the July MORE Directors Council meeting. Setter and Krejci will watch for raised hands and chat during the hearing.

Roholt referenced the 2021 Draft Budget dated June 17, 2020. The proposed budget figures are in the column labeled Draft 2021. Supporting notes are provided.

Annual Maintenance - Innovative

This is the cost to Innovative to run Sierra and the Classic catalog. There is typically an incremental increase in costs. There is not a leeway to negotiate this cost. There is a small amount for software insurance to preserve system software code.

Innovative/Other Products

MARCIVE costs is an ongoing authority processing service. We pay per record and work within the budgeted amount.

Library Elf is an email and text reminder subscription. It is an opt-in service but has remained popular.

NoveList Select Subscription provides some additional cataloging content such as read a likes and titles in a series.

Discovery/Online Catalog is catalog software. BiblioCore started in 2020. An incremental increase is included. Roholt does not recommend changing away from product.

Decision Center is a statistical and collection development tool that is useful for MORE.

Content Café is a product from Baker & Taylor and provides cover images for the online catalog. The cost is low, and they provide a good service with a lot of images.

iTIVA is a messaging telephone notification and renewal service. The service is reliable and stable. Several hundred calls are placed each day.

For the 2020 Budget, the directors set money aside for a library app from the same vendor as the online catalog – BiblioApps. The app for android was not available right away. They are now anticipating it will be available this fall. This is a low-cost option and available with BiblioCore. Roholt would like to reevaluate this app once its available and suggests keeping the money set aside. The funds may not get spent in 2020, but worthwhile to explore for 2021.

Database Quality Control is a big dollar amount as it includes the proposal for Centralized Bibliographic Services. The proposal and an FAQ were provided with the meeting materials. Roholt suggested circling back to this item as it is a point of discussion.

There were no suggestions received for Possible New Products to explore. Last year, unused funds were allocated for implementation costs for the online catalog BiblioCore. There were also additional funds to send more attendees to IUG Conference as it was slated to be held in Minneapolis. That conference was cancelled.

Host Site Expenses

IFLS Management Charges are for services provided that underly MORE. And includes some IFLS staff, training travel/meeting, telephone expenses, and an increase in 2020 to cover offsite Directors Council meeting costs.

CVTC Data Center Charges are for the center to host Sierra and Encore servers. Costs are for capacity and staffing to manage MORE.

Meetings & Training Expenses

Management Team Training is for seminars and webinars for IFLS Staff training.

Conferences is primarily used for the annual Innovative Users Group (IUG) Conference. The 2021 Conference is planned for Detroit.

Miscellaneous Expenses

Publicity – Promo Items & Training Materials is mostly to print the trifold MORE brochure. This can be used for more items such as a bulk purchase of promo materials.

Bibliographic Utility includes support tools the catalogers use.

Operating Contingency offers some flexibility for unexpected expenses.

Content/Materials Purchases

WPLC E-Content Buying Pool is a statewide OverDrive collection buying pool. WPLC passed their budget in June, so all systems know their 2021 costs. The buying pool increased, and our portion of costs increased too. It is based on population and usage.

OverDrive Content is for IFLS OverDrive Advantage program. Money is pooled to purchase additional copies of high demand items.

Flipster is the current electronic magazine subscription product.

Freeding eBook Service is an ebook service which is based on pay-per-use. There are no holds or purchasing copies.

Collection Development Project consists primarily of physical content purchases of high-demand materials in any format. In 2020, this project has been used for some electronic content rather than physical content.

Roholt noted that the MORE Resource Sharing/Collection Development (RSCD) Committee weighs in on all numbers for content and material purchases prior to the Directors Council meeting.

Reserves/Carryover

Roholt referred to the Uncommitted Funds Summary showing the unspent funds from prior years. The Directors Council can make the decision on how to use uncommitted funds. As of the end of 2020, there is projected to be at least \$80,000 in carryover.

The Total MORE budget amount is \$952,631, less the 2021 IFLS Subsidy of \$39,158. That leaves \$913,473 billable to the MORE libraries. A spreadsheet with 2021 MORE Costs to Library Participants shows the approved formula, and total cost to library.

The MORE Reserve/Replacement Funds spreadsheet shows reserves for hardware, software, enhancements, and contingency. It is good to have reserves set aside. Roholt does not anticipate using for 2021. Furthermore, there is no need to add to this pot.

Roholt opened the discussion for questions and input on the Centralized Bibliographic Services Proposal (line 12) of the proposed MORE 2021 Budget.

Discussion/questions raised:

- With so many talking about possible shortfalls, that is a lot of money to consider adding to the budget. Can a middle-step be considered? (Furo-Bonnstetter, WO)
- Catalogers do an enormous amount of cleanup and questions if this is entirely fair. (Helmecci, LA)

- L.E. Phillips Memorial Public Library in Eau Claire is willing to take on some of that. It hugely impacts Eau Claire's budget. Hennings (EC) does not know support of justification of knowing the number of records needing to be cleaned up. Hennings (EC) is not sure Eau Claire can support the proposal as it is right now.
- Rundquist (PE) agreed that the proposal would be a big hit and questioned if there might be some other compromise, especially with the given year with COVID.
- Niese (CF) supports all previous comments and is his view as well.
- Krueger (DP) understands the need for clean records, but budgets are tight.

Roholt asked if there were comments/suggestions for the content section of the budget. Roholt noted that the Resource Sharing/Collection Development Committee would be reviewing these lines and budgeted amounts prior to the Directors Council meeting.

Welch noted that the system had Lynda in 2019. It was discontinued because at that time, all library customers were required to have a Linked In account. Since then, that requirement has been dropped. There was not a lot of usage in 2019, until it was no longer offered. Hennings (EC) added that they dropped Lynda for a year but picked it back up and is offering again. They reallocated resources to offer library customers when the doors are not open right now. They also used for staff training. Welch noted it would cost \$20,000 annually for the system. Puhl (PH) expressed interest, although she was not sure it was the right year to do it. Rundquist (PE) questioned if it was a good return on investment based on the usage.

Roholt inquired if anyone wanted to share input on electronic content levels. When asked about wait times, Welch noted the wait times are down to 35 days. They were at 45 days a year ago. There has been a lot of increased usage. Welch is thankful for the libraries contributing money towards e-content when the doors have been closed. Roholt added that the cost per circulation is 24 cents.

Krueger (DP) noted that a large portion of the library users from Deer Park do not have electronic devices. With the recent shift of electronic materials, rather than hard copy purchases from the high demand project, makes it difficult for smaller libraries to fulfill holds nor have copies available to library browsers. Given many library doors were closed, it seemed appropriate at the time to shift to electronic materials. Roholt believes going forward, it will shift back to physical materials. Rundquist (PE) agrees with Krueger.

Roholt thanked those in attendance for their input on the proposed MORE 2021 draft budget. The MORE Executive Committee will continue to meet and make recommendations on the budget for the MORE Directors Council.

Puhl (PH) commented that after hearing from directors at the last check-in, it would be best to do the most basic budget in case some find themselves with a budget problem next year in light of what going on right now. It is not the year to add something big and new.

Page (HU) questioned if we wait on the CABS proposal, how many more cleanup projects will there be in a couple years. Libraries added over 34,000 title records last year. As the collection grows, there is potential for adding more problems down the road.

Ankarlo (CU) noted that in 2019, Cumberland joined CABS and found it extremely helpful. He views it as money wisely spent on his part. Ankarlo (CU) understands the concerns of 2022 with

the unknowns of Act 150 and funding. He questioned how best to move forward when budgets could be possibly tighter in the future.

Furo-Bonnstetter (WO) noted that libraries are paying for CABS and Shared Services. With the centralized cataloging proposal, all libraries are paying for shared services. Roholt noted that currently five libraries use full cataloging and processing services. Nineteen libraries are using CABS for cataloging-only services.

LaFond (CL) inquired what libraries can do now to clear up database without spending an additional \$112,000. Roholt replied that old records are definitely poor quality, but she does not see that as the main problem with the database quality. The main issue going forward is making new materials accessible and standardized. Libraries are always encouraged to do weeding.

Hennings (EC) would like to see a more collaborative approach to cleaning the records. Hennings has concerns how this proposal affects workflow. Hennings would like to see more information on numbers of records being cleaned up, staff hours, etc. Hennings suggested getting the people together who are doing good work and see what more is needed to help with cleanup or mentoring possibilities. Furo-Bonnstetter (WO) agreed that this could be accomplished with collaboratively working together. Roholt noted that the challenge with the certification training. It is a coordination piece and following up and assessing out where the problems lie. There are an estimated 30 catalogers out there. Communication and coordination are a real challenge.

Setter noted that less than 10% of records do not have some problem with them. Between Setter and Bridget, they spend 30 hours a week on cleaning records.

ACTION ON 2021 BUDGET RECOMMENDATION:

Thompson noted that based on the discussion at the budget hearing, the concept of a Centralized Bibliographic Services was appealing, however the cost proposed was untenable to those in attendance. Would it be an acceptable compromise to have staff at IFLS have a conversation with L.E. Phillips Memorial Public Library and other libraries to craft a proposal for the July Directors Council with a MORE phased-in approach for 2021. Ankarlo (CU) and Puhl (PH) agreed.

Thompson (IFLS) moved to have a phased approach study of centralized cataloging to bring to the July Directors Council meeting, with a potential change in the amount. Puhl (PH) seconded. Motion carried.

ADJOURNMENT:

Motion to adjourn at 11:29 am by Ankarlo. Puhl seconded.

Joanne Gardner, Recorder