MiLE Steering Committee Meeting
Clinton Macomb Public Library
June 5, 2001, 1:00 – 4:00 p.m.
Minutes

Attending: Jerry Bosler, Louise Bugg, chair, Gary Cocozzoli, Robert Kelly, Celia Morse, Scott Muir, Larry Neal, Eileen Palmer, Tammy Turgeon

1. Review agenda and May 15th minutes

Cost sharing information from May 1 & 2 vendor demonstrations/meeting distributed by R. Kelly to E. Palmer and T. Turgeon.

2. Draft Budgets for MiLE

Group reviewed budgets per spreadsheets

Assumptions and other relevant information

- Used upgrade costs from R. Kelly's SUN quote, plus $1000 for installation
- No staff included now
- EP will provide some costs estimates for staff for year two
- Need for a firewall or other security would be a TLN issue
- TLN has solved problems with their T1 line, capacity is down to 18% utilization *from* 128%
- RK will verify costs of new server; current quote may be too high
- Trade in for existing SUN E250 based on date of purchase – January 1999; RK will get quote on trade in.
- RK will get quote for SUN maintenance
- Need figures for adding libraries for project expansion in a subsequent grant
- Will need to develop a fair and equitable model for sharing maintenance costs

URSA *epixtech*

- URSA with Server upgrade (SUN E250)
- Louise is verifying discount with *epixtech*
- Travel based on two trips @ $1,500/trip
- In October, 90-day warranty expires for server upgrade.
- EP says they already have a maintenance contract on the E250, so costs may be lower if combined with existing maintenance
- Jan 02 assumes iSELECT is ready and we are prepared to purchase and migrate

- Also includes RPA for SLC and OWLS; iPAC is included with URSA price.
- Also Report Writer in Jan. 02, though optional
- We will then need iPAC/RPA server
- More training plus travel for iPAC/RPA
- April 02 includes maintenance on iPAC/RPA server because 90-day warranty would expire
- Year Two only contains maintenance costs
- Proposal for replacement SUN server varies only with costs of server and maintenance for same
- LB will add costs for extra Informix license if second processor is added.

VDX Fretwell Downing

- LB will prepare a second budget for VDX with server upgrade costs
- EP will send OWLS SUN E250 specs to FD for comment
- LB will add costs for extra Oracle license if needed for second processor; Eileen will confirm with FD
- Used OWLS E250 as ZPortal server in one model; Will need to obtain a ZPortal server in upgrade model
- LB extrapolated vendors services based on FD minutes *from* May 2 meeting
- EP will verify the estimates with FD
- Maintenance on VDX software begins in month four
- Jan 02 Purchase report writer
- Year Two contains maintenance costs
- SUN maintenance costs may actually be lower per RK; he will get price quotes.

Report from May DALNET Board Meeting

- Board was asked to consider donating one NT server to the MiLE project – decision is pending further budget info
- Board was asked to consider donating some of DALNET's training days to the MiLE project – decision is pending further budget info
- Board was asked to consider applying some of the maintenances cost currently budgeted for DALNET's ILL implementation to the MiLE project – decision pending further budget info
- Reiterated commitment to *epixtech*'s ILL product; Board felt strongly about DALNET's commitment to the contract

3.   **Vendor Selection Issues**

<u>Financial</u>
- Grant is for $125,000
- What do we do?
- What can we postpone?
- What are some other sources of revenue?
- EP thinks OWLS can come up with $15,000 from other grant projects
- Need to add delivery costs by TLN van; currently have 156 stops, will add three more; grant budget was for $4,680
- LB will add $4,680 to spreadsheets for delivery for each option in both years.
- Sources of other funds include new grant application
- Do we try to fit project to the money, or pick money and fit the project

<u>Review of Selection Criteria: What is critical, brainstorming exercise</u>
- Does the product actually work?
- Easy to use for patrons
- Easy to use by staff
- Interface with local systems
- Z39.50
- Circulation interface
- Technical design
- Interface with external sources, e.g. OCLC
- Patron privacy
- Systems management and administration

<u>Comments and Discussion</u>
- VDX is more of an ILL product; URSA is more of a circulation product
- URSA is in use and works very well
- Questions about *epixtech*'s new ILL product, what is their actual ability to deliver?
- Could we push iSELECT to Year 2 and stay on URSA, be ready for iSELECT, iRequest, iPAC, and RPA sometime in second (or third) year
- URSA gives us a starting point and a baseline for services
- Treat this grant as a pilot project or demonstration project. Get our experience on this system and then consider switching in 2-3 years
- URSA is a mature project, but maybe not as feature rich as is desired
- Would *epixtech* come back and demonstrate URSA to us
- ILL Circulation committee needs to see the functionality of URSA to be comfortable supporting that choice
- How long will URSA be supported by *epixtech*?
- URSA might be easier to implement

- Hidden costs of additional products at individual sites, e.g. 3M SIP, NCIP, etc.
- URSA may have less versatility and less flexibility, but users like it, makes it easier to install
- VDX is more complex, but offers more functionality. It may be more difficult to manage and set up.
- Did not like the VDX patron sharing database; real problems with maintenance and security of this database
- Both demonstrations were poor
- Some attendees of the demo indicated they like the features they saw in VDX
- Have to keep in mind what the current features are and what is the company's vision? Do we like that vision?
- Treat this as a demonstration project: use it as an opportunity to get our policies and procedures worked out and implemented
- Might be other vendors in a few years, we might wish to migrate then as part of a State-wide project
- We will have a better understanding of our functional requirements in a few years (if we implement now) and can better evaluate the options then
- Did not hear *from* any sites in the US that are up and running on VDX fully – not as a request system in a multi-type, multi-vendor library environment
- VDX is more complex, requires more staff to maintain it
- URSA less complex
- Costs are important
- *epixtech* cheaper, easier to support
- Fretwell Downing is a distant company, less technical support folks in the US, needs more hands-on, more training to support it
- Should we consider postponing the project?
- What would we do about holding off?
- How would we do it if we did?
- What should we discuss with LOM?
- EP and LB would be designated speakers with LOM and MLC
- Would LOM let us hold the money for a while?
- Do not want to waste money, but at same time, we don't wish to miss an opportunity to use this money for a worthwhile project
- Provide us with an opportunity to learn
- Gets us moving toward the changes needed for resource sharing; a lot of time is spent accepting change
- If we start with URSA, we would not have to do iPAC, RPA, etc and can postpone those costs
- That would put us close to actual dollar amount in terms of costs and available funds in grant

- See if we can get additional funds *from* our members/organizations
- Use upgraded server to save money
- Possibility of two systems VDX and URSA was considered
- Not worth the investment of staff and resources for what we would learn
- Technically complicated to create two and link them
- We will wait for *epixtech* response to URSA questions before talking to LOM and MLC
- Could OWLS and SLC move ahead on FD and DALNET do *epixtech*
- Concern that DALNET's contractual obligations not overshadow decision-making process
- Maybe we are in this at the wrong time; old systems are not feature rich and new systems are still in development
- What is the intent of LOM in statewide initiative?
- Is MiLE enough of a pilot project to make a worthwhile contribution?
- First project of its kind in Michigan
- Local learning
- Local challenges
- State might learn that now is not the time to move ahead
- State will not have to address DALNET's contractual obligations
- If OWLS and SLC delay, DALNET could still go ahead with *epixtech* product for its own use.
- We want a close look at URSA, may ask for a closer look at VDX
- We are still evaluating and getting information. No decision has been made yet.

4. **TLN Board Report**
   - We will delay report until July
   - Board meets July 19; packet must be ready on July 12
   - SLC board meets June 28
   - DALNET Board on June 25

5. **LSTA grant application FY 2002**
   - EP distributed draft, discussion followed
   - Consensus was for the current direction that EP is taking
   - Call for letters of support from consortia and members
   - Need to identify other libraries that are not in OWLS, SLC or DALNET
   - What are ramifications of adding high schools; send Eileen names of K-12 prospects.
   - Deadline is June 29.

6. MLA and MLC Fall Programs

- Names of speakers given to MLA
- What will we have to demonstrate, discuss about MiLE
- Can each of the three organization contribute a speaker
- Approximately $750-$1000 each OWLS and WSU to contribute to MLC program; LB will check at WSU.

Summary of Actions Required

Bosler

- Seek letters of support for LSTA grant – FY 2002 from DALNET Board
- Assist with process of bringing MiLE cost info to June 25th DALNET Board meeting.

Bugg

- Update costs for extra DBMS licenses, as necessary.
- Prepare a second budget for VDX with server upgrade costs
- Add $4,680 to spreadsheets for delivery
- Check to see how long *epixtech* will support URSA – 2 yrs.
- ✓ Schedule demo of URSA for June 27th, or ASAP, for ILL/Circulation Committee
- Check to see if any additional software is required by individual sites, e.g. SIP.
- Verify that URSA includes authentication – at no extra charge

Kelly

- Verify costs of server; current quote may be too high
- Get quote for SUN maintenance – waiting
- Get quote for trade-in option on new server

Muir

- Send EP updated DALNET member list
- Follow-up on Security issues

Palmer

- Seek letters of support for LSTA grant – FY 2002 from OWLS Board
- Send SUN E250 upgrade specs to FD for comment
- Continue working on LSTA grant proposal – FY 2002
- Provide some costs estimates for staffing, for year two
- Verify the vendor services estimates with FD

Turgeon

- Seek letters of support for LSTA grant – FY 2002 for SLC Board

Everyone

- Identify other libraries that are not in OWLS, SLC or DALNET for grant, especially K-12.

Next Meetings

- URSA demo may be on June 27 in the morning, date of current ILL/Circ Team meeting, will need a site with an Internet connection
- Steering Committee Meetings
    - June 22, 9:30-11:30, Walsh – will discuss LSTA grant FY 2002
    - July 10, 9:30-11:30, Lawrence Tech

Submitted by Scott P. Muir