Central New York Library Resources Council

Library Resources and Services Committee

January 28, 2013

3:00 p.m. (CLRC and via teleconference)

**Present:** Bev Choltco-Devlin (Mid-York Library System), Chair, Nancy Virgil-Call (Utica College), DeAnn Buss (Syracuse University), Peg Elliott (OCPL), Steve Weiter (SUNY ESF), Christine Kucharski (SUNY Upstate Medical Center), Mary Panek (Jamesville-DeWitt High School), Diana Wendell (Madison-Oneida BOCES School Library System), Déirdre Joyce (Asst. Director, CLRC), Debby Emerson (CLRC), liaison.

**Absent:** Valerie Prescott (HCCC)

Bev Choltco-Devlin called meeting to order at 3:06 p.m.

DeAnn Buss made a motion to approve the minutes from the October 22, 2012 meeting as written, (S/Approved unanimously).

**Action Items:** Debby will get answers to the committee’s questions on member RBDB applications, and email those answers to the group.

Debby and Peg will find out how NewsBank is recording statistics and why OCPL’s use still shows in the CLRC statistics.

 Bev will continue to work with Deb Lewis and Holly from OCPL to develop tutorials for online database resources.

**Agenda Items:**

1. **Committee Chair.**

Bev Choltco-Devlin will be leaving the Mid-York Library System for the Seattle area on February 15. She will still be employed by Mid-York until May, unless she gets a job in the Seattle area before then. The committee needs to select a new chairperson. The main duty of the committee chair is to run the meetings. CLRC prepares the agenda and records the minutes. Peg Elliott volunteered to serve as Chair.

Bev Choltco-Devlin made a motion that Peg Elliott be appointed to the role of chairperson of the CLRC LRS Committee to fill the term expiring in October, 2014 (S/Approved unanimously).

1. **Committee membership**

The committee has lost two members, one public library representative and one academic library representative. Bev and Mid-York Library system director Wanda Bruchis have discussed a replacement for Bev on the LRS Committee. It will probably be Katie McCauley. Katie may have a conflict with the Monday meeting dates as she has a teaching commitment on Mondays. Bev will send a letter formally notifying CLRC of the new committee appointment, which will trigger the process of adding her to our committee list.

1. **RBDB Applications**

CLRC has submitted its proposals for regional projects. These are usually “held harmless”, but the applications are still submitted to the committee for review and comment. The Resource Sharing, Technology Training, Internet Access, and Database Access applications are similar to those CLRC has submitted in recent year. Bev asked if the Technology Training application still included an amount for Mid-York Library System. The amount previously allocated to Mid-York, $5000, has been incorporated into the total amount for training. The amount has not been eliminated, but is no longer specifically allocated to Mid-York. CLRC has submitted a fifth application this year, for regional digitization projects. This proposal could be considered in the event that CLRC does not move forward with the NewsBank subscription, which comes up for review every year. This would be an opportunity for CLRC to continue its digitization assistance, which has been very popular with member libraries and historical organizations.

Peg asked about CLRC’s Lynda.com subscription and noted that it would more appropriately be listed as part of the Technology Training application rather than the Database Access application. Deirdre reported that there is generally a short waiting list for CLRC’s 20 licenses, and we are still exploring the best way to maximize the use of each license. CLRC started with 15 licenses and had a lengthy waiting list, so 5 additional licenses were purchased at a pro-rated cost and this seems to be working well. When CLRC’s licenses come up for renewal in September, we will become part of the NY3Rs group. Because of the number of licenses purchased, this group enjoys a volume discount so we will likely be able to get more licenses for the same or lower cost. Debby will move this request to the Technology Training application. The budget includes $5000 for Lynda.com licenses.

The group asked if there were any updates on what NOVEL-NewYork will offer for 2013. There was a survey that went out about NOVEL resources; responses are due by January 31. Debby had contacted the person at DLD who is responsible for NOVEL and she did not have any additional information. The state relies on LSTA funds to pay for the NOVEL databases.

We do not need to make a decision on NewsBank today. Our renewal date is August 1 so the group would be comfortable waiting a couple months to make a final decision. It would be helpful to know more about the future of the NOVEL databases before making the decision, since the funding from NewsBank could be re-directed toward other databases if there is a need to replace some of the NOVEL resources. The NewsBank statistics still reflect a lot of OCPL activity, although OCPL currently pays for its own subscription. It is not clear if the statistics are just being reported to both places. Debby and Peg will investigate. Peg asked if the CLRC subscription includes the New York Times. The OCPL subscription does not. It appears that CLRC’s subscription does not include the NYTimes either. The Newsbank sales representative had indicated that access to the NYT depended on when the subscription started. Institutions who are continuing subscribers may have access, while new subscribers will not.

At the last meeting, Steve had suggested that we need to have a plan for spending the money if we do not elect to continue with NewsBank.

There are a total of six member applications for RBDB funding. Two are from SUNY ESF. Others are from Syracuse University, Holy Trinity Seminary, Fayetteville Free Library, and OCPL. SUNY ESF has indicated the proposal for the Fletcher Steele collection is the first priority. The ESF Priority #2 application, for digitization of the student newsletter, has less regional impact than the Fletcher Steele Collection. If the first priority project is funded, SUNY ESF will have the equipment needed to complete the second project. If we had full funding, the second project could be incorporated into the first one.

Holy Trinity Seminary – does the proposal comply with the guidelines of $10 per unique record and $1 per non-unique record? It is not clear how many items they plan to convert with this funding. Many of their records are unique, and they get requests from all over the world for their items. The committee would like to know how many items they plan on handling.

Fayetteville Free Library – it is not clear what the Mac computer and scanner will be used for. The conversion to digital PDF is being outsourced, what would the computer and scanner be for? The equipment is not required for the public to access these items via the web.

OCPL – the application is primarily for staff time. DeAnn checked the number of records planned for conversion and the proposed budget meets the guidelines.

Syracuse University – proposal asks for $10,000 for arrangement and description. This is the archival equivalent to the cataloging process. The committee asked if creation of the finding aid was part of the grant, or if that step would be completed after the grant activities were finished. The person completing the work is not a librarian, it is a French student.

In future years, it would be helpful to include in-kind contributions as part of the application.

The applications will be reviewed by an independent jury. The final decision is made by the CLRC Board of Trustees. The independent jury review had been eliminated for several years, but was re-instituted last year because several members of this committee and the Board of Trustees represent institutions that are submitting applications. The committee has questions that need to be answered regarding the applications from Holy Trinity Seminary, Syracuse University, and Fayetteville Free Library. Once these questions are answered, the committee will formulate its recommendation and the applications and recommendation will then be reviewed by the independent jury. This process should be completed in time for the recommendations to be reviewed at the March meeting of the CLRC Board of Trustees.

Debby had developed a spreadsheet where each project was cut by the same percentage, in an effort to partially fund all of the applications. That may not be the best approach, as each one will need to be evaluated on an individual basis. The committee felt that the recommendations could be completed by email, once there were answers to the questions regarding specific applications. There will need to be some cuts; we have $35,000 to work with, and the total of requests is $48,200.

1. **Other Business**

Library Advocacy Day – CLRC is sponsoring the bus trip to Albany on Tuesday, March 5 for Library Advocacy Day. An email has gone out, and the announcement and registration form are available on the CLRC web page. CLRC is in the process of scheduling appointments with rea legislators in their Albany offices. We have two extra legislators to visit this year, so appointments may run a bit later in the day. CLRC is still looking for volunteers to serve as group leaders.

Workshops – Bev, Deb Lewis (OCPL) and Holly (OCPL) were going to work on preparing a tutorial that would highlight the databases CLRC provides for its members. The purpose of the tutorials would be to familiarize members with the available resources and encourage greater use of these. Katie, Bev’s replacement on this committee, could help with this. Peg will check with Deb and Holly, and Bev can work on this remotely until she has a job in the Seattle area.

Bev also had some technology-related questions with regard to the interlibrary loan process. ILLiad request forms are somehow being automatically populated with the address of a Mid-York member library. CLRC will check with the Resource Sharing Committee to see if this issue has been addressed. There is also an issue with the printing of barcodes in the resource sharing module. Computers updated to Windows 7 are not printing barcodes correctly in the OCLC Resource Sharing Module. Others were not familiar with this problem.

1. **Information Sharing**

Moon Library has just hired a systems person, Heidi Webb, and it is working out well. Jim Williamson and his wife are both retiring from Moon; Steve has permission to fill both positions. This represents about 80 years of experience leaving the library!

Utica College is moving to OCLC WMS and hopes to go live by September 1. They have contracted with Mid-York for many years with Sirsi, so this will be a new endeavor.

Syracuse University became a Hathi Trust partner in December; they are coordinating access to that collection. They are working to integrate ILLiad and their offsite storage system. They have been unable to do any major renovations in Bird Library for some time due to the discovery of PCB’s in the carpeting, but they have now found a work-around. They have been able to upgrade the wireless network, doubling the number of available connections.

Next Monday is the First Monday session at SUNY Upstate Medical Library. There is still time to sign up, until Friday. An Evernote class will be offered in February, Advocacy Day comes up in March and library security expert Warren Graham will come to CLRC in April. Bob Brancato will present two management classes, one on coaching and one on leading effective meetings.

**The committee extends a big thank you to Bev for her leadership as chair, and wishes her the best in her move to Seattle.**

Steve Weiter made a motion to adjourn at 4:47 p.m., (S/Approved unanimously).

Respectfully submitted,

Debby Emerson