

## **Minutes for Alaska Library Network Board Meeting**

Monday, September 14, 2015 4:00-5:00 p.m.

1. Called to order at 4:05. In attendance: Steve, Suzan, Julene, Joyce. Julene chaired the meeting in KJ's absence. Tracy took minutes in Shannon's absence.
2. Minutes of 7/13/15 Board meeting approved.
3. Board Activities
  - A. Treasurer's report was given by Steve. These are the end-of-month and end-of-FY reports. (**Details-1** after minutes).
  - B. Nominating Committee. Joyce is interested. (postponed until next meeting).
4. Director's Activities (**Details-2** after minutes)
5. New Business, Ideas, & Next Steps
  - A. ListenAlaska Contract discussed and consensus is that it is OK. The new pricing seems fair and should encourage participation of smaller libraries. (**Details-3** after minutes)
  - B. Letters of Inquiry for grants (**Details-4**) to be written before the end of the year:
    - i. Rasmuson Technology Planning for approximately \$5000-\$10,000 to look at the big picture needs of the Alaska Library Community. Where are we duplicating our resources? How can we improve and share resources?
    - ii. Tesoro STEM (Science, Technology, Engineering, Math) for ListenAlaska. Tesoro presented at the Foraker Nonprofit Summit in the Spring. They are offering statewide grants (a Kenai-piece is preferred) to promote STEM projects.
6. Next meeting (November 2, 2015)
7. Adjourn at 4:45.

## DETAILS-1

Alaska Library Network	Treasurer's Report			
	Year to Date		Jun-15	End of Year
<b>Revenues</b>				
Memberships	\$14,246.11		\$375.00	\$14,621.11
Interest	\$1,013.30		\$104.29	\$1,117.59
ListenAlaska	\$91,814.92		\$28,657.00	\$120,471.92
SLED databases	\$5,000.00			\$5,000.00
Alaska's Digital Archives	\$34,142.00			\$34,142.00
Web Services				
Live Homework Help	\$193,190.00			\$193,190.00
Joint Library Catalog	\$177,147.00		\$121,447.75	\$298,594.75
Talking Books Center	\$100.00			\$100.00
AWE Grant	\$229,675.00			\$229,675.00
AK History Web Project	\$31,670.81			\$31,670.81
Discovery Service				
RLLD Grant				
Summer Reading Grant	\$14,327.70			\$14,327.70
Regional Services Grant	\$1,917.53			\$1,917.53
CE Grant				
FNSB-Project Choice			\$8,000.00	\$8,000.00
<b>Total Revenues</b>	<b>\$794,244.37</b>		<b>\$158,584.04</b>	<b>\$952,828.41</b>
<b>Expenses</b>				
Membership				
travel-meetings	\$3,673.49			\$3,673.49
talking books				
AWE grant	\$229,675.00			\$229,675.00
Alaska's Digital Archives	\$30,557.30			\$30,557.30
SLED Databases	\$1,376.00			\$1,376.00
Office/tech expenses	\$607.52			\$607.52
ListenAlaska	\$161,812.00			\$161,812.00
Atwood Archives	\$471.00			\$471.00
Joint Library Catalog	\$171,825.58		\$2,520.00	\$174,345.58
Live Homework Help	\$204,435.00			\$204,435.00
InfoPeople Grant			\$3,000.00	\$3,000.00
AK History Web Project	\$33,006.15			\$33,006.15
ALN Award				
RRLD Grant				
Summer Reading Grant	\$13,927.70			\$13,927.70
Regional Services Grant				
Training	\$525.00			\$525.00
CE Grant			\$1,306.00	\$1,306.00
<b>Total Expenses</b>	<b>\$851,891.74</b>		<b>\$6,826.00</b>	<b>\$858,717.74</b>
checking account	\$17,142.03		\$20,316.03	
savings account s19	\$303,451.20		\$452,032.36	
CD	\$2,099.56		\$2,102.44	
savings account s1	\$11.03		\$11.03	
<b>Cash on Hand</b>	<b>\$322,703.82</b>		<b>\$474,461.86</b>	

	Beginning Balance	Revenues	Expenses	Ending Balance
<b><i>ListenAlaska</i></b>	<b>\$80,356.93</b>	\$120,471.92	\$161,812.00	<b>\$39,016.85</b>
<b><i>SLED databases</i></b>	<b>\$18,033.44</b>	\$ 5,000.00	\$1,376.00	<b>\$21,657.44</b>
<b><i>Digital Archives</i></b>	<b>\$9,020.08</b>	\$34,142.00	\$30,557.30	<b>\$12,604.78</b>
<b><i>Digital Archives-UAA</i></b>	<b>\$10,764.00</b>			<b>\$10,764.00</b>
<b><i>BTOP Grant</i></b>	<b>\$6,188.62</b>			<b>\$6,188.62</b>
<b><i>Joint Library Catalog</i></b>	<b>\$160,615.42</b>	\$ 298,594.75	\$174,345.58	<b>\$284,864.59</b>
<b><i>JLC APL Training</i></b>	<b>\$3,790</b>			<b>\$3,790.00</b>
<b><i>JLC-UAA</i></b>	<b>\$32,254</b>			<b>\$32,254.00</b>
<b><i>Talking Books Center</i></b>	<b>\$205.03</b>	\$ 100.00		<b>\$305.03</b>
<b><i>Atwood Archives</i></b>	<b>\$1,654.00</b>		\$471.00	<b>\$1,183.00</b>
<b><i>Live Homework Help</i></b>	<b>\$11,945.00</b>	\$138,200.00	\$149,445.00	<b>\$700.00</b>
<b><i>LHH supplemental</i></b>		\$54,990.00	\$54,990.00	<b>\$0.00</b>
<b><i>AK History Web Project</i></b> (SLED Discovery Service)	<b>\$200.00</b>	\$ 31,670.81	\$33,006.15	<b>-\$1,135.34</b>
<b><i>RRLD Grant</i></b>	<b>\$0.00</b>			<b>\$0.00</b>
<b><i>CE Grant</i></b>	<b>\$0.00</b>		\$1,306.00	<b>-\$1,306.00</b>
<b><i>Summer Reading</i></b>	<b>-\$400.00</b>	14,327.70	\$13,927.70	<b>\$0.00</b>
<b><i>Regional Services</i></b>	<b>-\$1,917.53</b>	1917.53		<b>\$0.00</b>
<b><i>AWE</i></b>	0.00	\$ 229,675.00	\$229,675.00	<b>\$0.00</b>
<b><i>FNSB-Project Choice</i></b>	\$0.00	\$8,000.00	\$0.00	<b>\$8,000.00</b>
<b><i>InfoPeople Grant</i></b>	\$0.00	\$0.00	\$3,000.00	<b>-\$3,000.00</b>

## DETAILS-2 Director's Activities for May and June 2015

### OCLC Migration from First Search

OCLC FirstSearch access will be replaced by WorldCat Discovery on December 31. Daniel and I had a teleconference with OCLC staff to plan the migration. OCLC will work with individual libraries through the summer. I will contact libraries which still need to be migrated after the summer is over. Daniel is reviewing SLED/WorldCat access to make sure that works. Migration basically means obtaining a new web address and using a new interface.

I am working with OCLC to coordinate some WorldCat Discovery and/or cataloging training at AkLA 2016 in Fairbanks.

### InfoPeople ([infopeople.org](http://infopeople.org))

InfoPeople is a website which provides high-quality four-week classes in a variety of library management and practical librarianship courses. The State Library asked ALN to be the fiscal agent for the \$6000 grant. Julie N. will be managing the course registration. ALN has purchased 40 seats/classes at \$150.

Examples of classes:

- Effective Time Management for Busy Librarians Online Course Aug 11 - Sep 7, 2015
- Communication Is More Than Words Online Course Aug 18 - Sep 21, 2015
- STEAM in the Library: Engaging Children in Learning Online Course Aug 25 - Sep 21, 2015
- Rethinking Reference Collections Online Course Aug 25 - Sep 21, 2015
- Customizing Vendor Interfaces for Better User Experience Online Course Jul 7 - Aug 3, 2015
- Power Searching: Improve Your Techniques and Amaze Your Customers Online Course Jul 14 - Aug 10, 2015

### SLED

Daniel found that there was renewed activity from China on the Proxy Server. It was determined that the SLED ID and password were being misused. In fact, we found numerous school sites in Alaska who had published the ID and password on the web. Daniel is working on a process to change the id/password on an annual basis.

While Daniel was out for various training and conferences I took care of any troubleshooting stemming from the SLED Help email.

ALN is hosting a mailing list for library "tech" issues. Daniel is moderating the list.

### PNLA

I will be attending the PNLA conference in Vancouver, WA August 5-7.

Here are some sessions I may attend (find conference links at [pnla.org](http://pnla.org)):

- Yacolt Library Express: An Unstaffed Library that Works!
- Service Design: Towards a Holistic Assessment of the Library
- Re-Framing Boundaries: Creating Positive Change using Appreciative Inquiry
- Book Clubs as Community Outreach
- Trends in Online Learning- is your library on track for the future of online learning?
- Why Don't We Make It On the Road? (mobile makerspace)

### Vista interviews

I worked with Julie N. to obtain the fourth and final Vista Volunteer for the Prince of Wales Island Vista Project. Two of the Vista libraries, Thorne Bay and Kake, are considering becoming members of ListenAlaska because their Vista worker can help get the program going.

## ListenAlaska

We are in the process of considering a name change for ListenAlaska Plus. There was a feisty mailing list discussion and brainstorming thread. Currently, there is a surveymonkey poll collecting information to weed the number of possible names from 30 to three or four.

One issue which came up (and this happened in Massachusetts, too) was how should decisions be made for ListenAlaska: popular vote of all staff using ListenAlaska or one vote for each member library (42). For this case the solution was to use the popular vote to reduce the number of name choices. The final choices will be voted on by the library directors of each ListenAlaska member libraries. The implementation process and marketing scheme is yet to be discussed.

New members for ListenAlaska include

- Skagway
- Cantwell
- Copper Valley (Glennallen)
- Nome

Soon to be new members

- Hollis

Considering becoming new members

- Seldovia
- Pedro Bay
- Thorne Bay
- Kake
- Nenana

Special Kenai marketing

- Anchor Point
- Cooper Landing
- Hope

Battle of the Books titles are continuing to be added when they become available. Racheal Nash of Soldotna is spearheading that effort. The various age groups are now listed as "collections" on the ListenAlaska website.

Information on the cost to implement an Airport Kiosk like the one in San Antonio, TX was collected. It looks like a project like that would be about \$25,000. APL had requested this information.

There was an article in the Fairbanks Daily News Miner ([http://www.newsminer.com/science\\_and\\_technology/digital-collection-grows-past-titles/article\\_954b9854-f2f9-11e4-9b8f-174a8d8613dc.html](http://www.newsminer.com/science_and_technology/digital-collection-grows-past-titles/article_954b9854-f2f9-11e4-9b8f-174a8d8613dc.html)) in which I was quoted talking about ListenAlaska.

All invoices for ALN membership and ListenAlaska have been sent out. About half of the ListenAlaska membership fees were paid using FY15 monies. I will continue to send invoices out early to allow libraries to have this option.early invoice

I have started talking with Overdrive to see if they will have a presence at the AkLA 2016 conference in Fairbanks. I have given them ideas for workshops that they could give as well as the option to sponsor a coffee-time if they do not attend.

## DETAILS-3

### OverDrive Content Service Plan Fee Schedule

The Annual Consortium Fee shall be collected each year and allocated as follows: one-third (1/3) toward configuration, system fees and maintenance, and two-thirds (2/3) toward the selection of Digital Content for the shared Consortium collection.

### Annual Consortium Schedule Fee

#### Period of Service Annual Consortium Fee

October 1, 2015- September 30, 2015	\$90,000
October 1, 2016- September 30, 2017	\$92,500
October 1, 2017- September 30, 2018	\$95,000
October 1, 2018- September 30, 2019	\$97,500
October 1, 2019- September 30, 2020	\$100,000

All payments due to OverDrive under this Agreement are due within thirty (30) days of presentation of invoice. At any time during the term of this Agreement, Participating Library may select additional Digital Content subject to standard terms and pricing.

### OverDrive Consortium Terms and Conditions:

**Term:** The Initial Term of this Consortium Agreement shall be for five (5) years from the Effective Date and shall automatically renew for successive Terms of two (2) years unless either party provides written notice of intention not to renew ninety (90) days prior to the expiration of the then-current term. All Participating Library terms shall run concurrent to the Consortium Agreement.

**Annual Consortium Fee:** This fee shall include any and all services relating to use of the Application Services including the DLR Service, configuration and customization of website services, third party software licenses, hosting, bandwidth, and maintenance of the application services and staff training.

**Membership:** Public Libraries in Alaska with Legal Service Area Populations under 100,000 shall be eligible to join the Consortium. Any current OverDrive standalone system customer shall not be eligible to join the Consortium. Notwithstanding the foregoing, OverDrive shall have sole discretion to approve any and all new libraries that seek to join Consortium.

**Withdrawal:** If a Participating Library withdraws from Consortium prior to the expiration of Agreement with OverDrive, all content, products, and services that have been purchased with the Participating Library's monetary and in-kind contributions to Consortium shall remain with Consortium.

OverDrive Digital Library Reserve is licensed pursuant to the OverDrive Digital Library Reserve Consortium Access Agreement, available at <http://www.overdrive.com/dlrc-aa.pdf>, the terms of which are incorporated herein and may be modified from time to time.

### Acknowledgement and Acceptance:

On behalf of the Consortium, I represent and warrant that I have the authority to enter into this Consortium Agreement and my signature below indicates agreement and acceptance of the OverDrive Digital Library Reserve Consortium Access Agreement.

## DETAILS-4

### Rasmuson Technology Planning Grant

Technology is important to Alaskan nonprofits. However, just as a building alone does not ensure organizational success, neither does technology. Applicants must thoughtfully demonstrate both need and the ability to work effectively with, maintain, and ultimately replace technologies supported by Foundation awards.

The Foundation supports technology-related infrastructure projects for which the applicant clearly describes and documents both its needs and the expected outcomes from the project's implementation. Outcomes are often expressed in measurable terms of new or improved programs, services or processes (and associated revenue), new avenues for collaboration, or new or improved ways of bringing greater efficiency to the organization.

The Foundation supports the following:

- Technology planning efforts as organizational capacity building
- Off-the-shelf software acquisition, installation and integration (with the exception of electronic health records or other types of emerging software for which no underlying de facto or formal technical or data standards exist) where the business case clearly shows that purchase makes more economic sense than "renting" through an application service provider (ASP).
- Basic infrastructure such as desktop and laptop computers, servers, routers, hubs, peripherals, and in special business process-related circumstances only, enterprise roll outs of mobile computing devices (e.g., smart phones, pocket pc)
- Operating system and desktop productivity software
- Telephone system (with the exception of VoIP, see below)
- Multifunction enterprise copier, fax, scan units

The Foundation does not support the following:

- Custom software development projects
- Web site development or enhancements
- Wireless network acquisition or implementations
- Voice over IP (VoIP) acquisition or implementations
- Ongoing operating costs such as service contracts, annual software maintenance fees, or extended warranties.

### Tesoro STEM Education Grants

#### Our Focus

According to the U.S. Bureau of Labor Statistics, the United States will have more than 1.2 million job openings in science-, technology-, engineering- and mathematics- (STEM) related occupations by 2018. Yet, there will be a significant shortage of qualified high school and college graduates to fill these careers.

From engineers to pipefitters, chemists to accountants, IT specialists to welders, Tesoro's success relies on our ability to recruit and retain employees with exceptional STEM-related skills. As an employer constantly seeking out top-talent and as a socially responsible corporate citizen, supporting STEM education-related programs is the cornerstone of Tesoro's community investment strategy.

Our goal is to invest in STEM-related initiatives that better prepare middle school, high school and career/technical education (CTE) students for professional and academic success by increasing access to high-quality, educational resources and instruction. Beginning in 2016, 50 percent of our strategic community investments will be dedicated to supporting STEM education initiatives.