

MiLE Steering Committee Meeting
September 5, 2001, 9:30 – 11:30 a.m.
Clinton-Macomb Public Library, 24 Mile and Romeo-Plank
AGENDA

- 1. Review agenda and minutes of July 25th meeting 9:30 – 9:40**
 - Minutes taker today: Larry or Tammy
 - Meeting schedule for September and October

- 2. Contract negotiations 9:40 – 10:00**
 - Draft contract
 - Advice from references
 - Next steps for TLN Board meeting

- 3. Letter to MiLE participants (draft sent previously) 10:00 – 10:10**

- 4. Selection of libraries for Phase 1 10:10 – 10:20**

- 5. Cost sharing models for annual maintenance 10:20 – 10:50**
 - Beginning 2002
 - Commitment for two years

- 6. Committee reports 10:50 – 11:15**
 - ILL/Circ—policies; documentation review; delivery
 - Training—tutorial CD; documentation distribution?
 - Design
 - Technical—status of server upgrade; server maintenance; Coordinating SIP readiness; backup and recovery
 - Promotion—pre-training introductory briefing; press Release

- 7. Other 11:15 – 11:25**
 - Administrative models for MiLE when ROCs change
 - MLA fall program
 - MLC program—linked on MiLE Website?
 - Other

- 8. Plans for next meeting 11:25 – 11:30**

L. Bugg
August 31, 2001

**MiLE Steering Committee Meeting
September 5, 2001
Clinton-Macomb Public Library**

MINUTES

1. Review agenda and minutes of July 25th meeting

Eileen will get minutes to committee members

Tammy will take minutes for this meeting

Next meeting is scheduled for October 5, 2001 9:30 – 11:30am at Berkley (backup site is LTU)

2. Contract negotiations

Eileen, Louise and Tammy met in August to review the draft contract from epixtech. Eileen had a conference call with epixtech to request changes to the contract regarding the payment schedule, documentation, source code, and clarification of additional software costs for future participants.

Committee reviewed contract with changes. Louise questioned the non-existence of iPac in the contract. Previous discussions with Bill Easton on April 16th clarified that a limited version of iPac was included. Louise will contact Bill.

Motion was made by Christine to approve the contract and forward it to the TLN Board after approval by TLN legal counsel, supported by Bob. Motion carried.

The TLN Board meeting is September 20, 2001.

3. Letter to MiLE participants (draft sent previously)

Committee suggested changes to letter: #4 change to shared automation system, add SIP & SIP2, revise #6. Louise will send copies to Eileen and Tammy to distribute to members if necessary. MiLE steering committee needs letters from each consortia board that they are supporting this project.

4. Selection of libraries for Phase I

Committee selected the following libraries for Phase I based on size, type, and automation system vendor:

TLN, Wayne State University, University of Detroit Mercy, Macomb Community College, Plymouth District Library, and Eastern Michigan University.

Libraries for Phase II: SLC, Oakland University, Cromaine Public Library, Orion Township Public Library, University of Michigan Dearborn, Walsh College, Oakland Community College, and Botsford Hospital.

Libraries for Phase III: Detroit Public Library, Lawrence Technological University, Baldwin Public Library, Wayne County Community College, Marygrove, Henry Ford Museum, DIA, VA, DMC, Oakland County Law Library, and Rochester College.

5. Cost sharing models for annual maintenance

Committee determined an annual maintenance cost of \$100,000 per year for the first two years. Costs will be broken down as follows:

\$10,000 per consortia (DALNET, OWLS, SLC)

Remaining \$70,000 will be allocated by number of buildings (162 total = \$432.10 each)

DALNET (70x432.10) \$30,247

OWLS (65x432.10) \$28,086.50

SLC (27x432.10) \$11,666.70

Total Cost to Consortia:

DALNET \$40,247

OWLS \$38,086.50

SLC \$21,666.70

6. Committee reports

- ILL/Circ – meeting next Wednesday at Berkley. Received copies of the URSA Users Guide, URSA Implementation Guide, URSA Administrative Training Guide, and the URSA Manager Training Guide. Committee will review the Implementation Guide's profile forms.
- Training – committee will review Users guide. May want to meet with ILL team to discuss training needs. Scott is having copies made of the URSA training CD and will get them to the committee.
- Design – should meet with tech committee. May need to be involved in implementation.
- Technical – upgrade hardware has been received. SUN will be scheduled to install after the OWLS catalog is taken down at the end of September. Committee needs to review original timeline to determine next steps. \$2,500 yearly maintenance contract for hardware will be required. Would like to schedule software install in October.
- Promotion – Press release will be sent out after TLN Board meeting. epixtech would like to work on a joint PR piece with MiLE. Committee should look at how to identify items from the MiLE project that will be in delivery.

7. Other

- Committee discussed future administrative model for MiLE and decided to look at becoming a 501c3 organization after the initial 2 years. MiLE will continue in its current form with TLN as the fiscal agent.
- The MLA fall program will be on Friday. Eileen, Louise and Tammy will meet after the October meeting to discuss plans for this program
- Christine will check on providing a link to the MLC program on the MiLE website
- DALNET is having an ATLAS update before their next meeting. MiLE participants are invited to attend. (What is the date?)

8. Plans for next meeting

Next meeting is October 5, 2001 9:30 – 11:30am at Berkley Public Library

Meeting adjourned at 12:30pm

DRAFT No. 2

September 5, 2001

Dear Participating MiLE Library or Consortium Director:

The MiLE Steering Committee is seeking commitments from those libraries that are willing to participate in the initial implementation of the MiLE resource sharing project. The start-up funding for this project is being provided primarily from a 2001 LSTA sub-grant through the Library of Michigan. This funding covers the URSA software, start-up hardware, and implementation and training services from *epixtech* for the first year—from October 2001 through September 2002. It also funds some additional stops for TLN's delivery van service to include participating MiLE libraries.

MiLE implementation plans call for the first group of libraries to be operational by the end of December, with the other libraries added between January and April 2002.

If your library is willing to participate in this initial implementation, we need your commitment to:

1. participate in URSA profiling, testing and staff training;
2. promote the new service to your users;
3. participate in data gathering and evaluation of the service;
4. ensure that your local integrated library system is SIP compliant (also known as 3M SIP) to interface with URSA. Consortia will be responsible for SIP compliance for their participating libraries;
5. follow the interlibrary loan and circulation policies recommended by the MiLE ILL/Circulation Team (see MiLE's Website www.umd.umich.edu/mile for details);
6. contribute to the ongoing costs of the MiLE project for at least two years, i.e., October 2002 through September 2004, either directly or through the consortium that hosts your integrated library system. Given the current estimate for annual ongoing costs, an individual library's costs are not expected to exceed \$2,000 per year.

first

System

*24 systems
base fee
+ equal to
charges
on
weekly*

MiLE, through OWLS, has submitted a grant proposal for 2002 LSTA funds to expand the project in year two. These funds would not only cover the hardware and software costs to add more libraries, but would also help individual libraries pay for SIP compliance for their local systems. If your library is unable to participate now because funding is needed for SIP, there may be another opportunity if this grant is funded.

Alfon JPP

Please sign and return this letter indicating your library's commitment to MiLE participation to Eileen Palmer, Deputy Director, The Library Network, 13331 Reeck Road, Southgate, MI 48195 by **September 26, 2001**. Thank you very much.

Sincerely,
Louise Bugg, Chair
MiLE Steering Committee

*Consortium or
shared systems*

MiLE Participating Library Commitment

My library is willing to participate in the MiLE implementation now and will make the commitments described in this letter.

Please indicate your library's preference:

| | | | |
|------------------------|------------------------|------------------------|------------------------|
| Phase 1, December 2001 | 1 st choice | 2 nd choice | 3 rd choice |
| Phase 2, February 2002 | 1 st choice | 2 nd choice | 3 rd choice |
| Phase 3, April 2002 | 1 st choice | 2 nd choice | 3 rd choice |

My library is not able to participate in MiLE at this time.

Please keep my library on the list for future MiLE participation opportunities.

Library name _____

Library address _____

Member of (circle all that apply): DALNET OWLS SLC TLN

Director's name _____

Director's signature _____

Date _____

Library contact for the MiLE Project

Name _____

Telephone _____

E-mail _____

Please return by September 26, 2001 to:

Eileen Palmer, Deputy Director
The Library Network
13331 Reeck Road
Southgate, MI 48195