LSTA Grant Planning Committee Meeting
OWLS/TLN, DALNET, and Suburban Library Cooperative
November 21, 2000, 9:30 a.m. – 12:00 noon
Walsh College, Troy Campus

TENTATIVE AGENDA

1.	Introductions, review agenda	9:30 – 9:40
2.	LSTA grant status re. Funding and grant year	9:40 – 9:45
3.	Potential impact of federal filtering requirements	9:45 – 10:00
4.	Review goals/outcomes proposed in the grant	10:00 – 10:15
5.	Review/brainstorm the tasks for the project and the proposed timetable	10:15 – 10:45
6.	Propose an operational structure for managing the grant—project management, grant administration	10:45 – 10:50
7.	Propose a committee structure (with responsibilities) and a decision making/approval process (authority)	10:50 – 11:15

8.   Task: Software selection   11:15 – 11:50   *What
can we do immediately to get this underway?
*How to identify potential vendors?
*How to determine software requirements to evaluate
        their products?
*How to conduct vendor demos?

9.	Agree on next steps; meeting schedule	11:50 – 12:00

L.Bugg
11-20-2000

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Present:
Louise Bugg, Duryea Callaway, Bob Kelly, Scott Muir, Dave Murphy,
Eileen Palmer, Tammy Turgeon J. _Dasler_

The LSTA funding allocation for FY2000-01 is still delayed in Congress, This delay will effect timelines. As we get further into the implementation phase, this initial delay may necessitate the need for an extension request. Congressional debate regarding filtering of Internet resources may also affect LSTA grants and implementation at the national and state level. E. Palmer will inform the committee of any updates of these matters.

The committee recognized the need to develop policies and to collect preliminary information that will produce the desired outcomes of the grant. The goals to be addressed by the policies and preliminary collection of information are:
- Shared resources
- Shared holdings/availability information
- Patron initiated ILL
- Delivery system
- Prototype for polices and procedures

ILL Usage
Each grant participant will identify representatives from ILL units
> Basic ILL information will be compiled via
> - survey of ILL staff
> - survey of ILL users
> - establishment of baseline counts of transactions
> - costs per ILL transaction (including delivery)
> - turnaround time (including delivery) – possible source OCLC statistics
> - OCLC current costs –(review of current invoices and reports)

Promotion/Communication
Insure that the member libraries of all grant participating institutions are fully informed of the goals of the grant internal and external promotion must begin prior to implementation.
> - Give a briefing to all participating libraries (January 5, 2001)
>   (E. Palmer will arrange for a presentation during Resource Sharing Conference)
> - Invited targeted groups: ILL staffs, systems, administration, circulation and any other interested parties.
> - Suggested name for project: **SMILE** (Southeast Michigan Inter-Library Exchange). Other suggestions for a name will be welcomed from any participant

- A *SMILE* listserv will be established
- A *SMILE* Website will be developed which will include links to vendors
- Experts in resource sharing and systems used will be identified

Systems
Preceding the selection of a system the following must be completed:
- Development of specifications and functionality list
- Workstation requirements
- Identification of possible vendors
- RFQ/RFI developed
- Scheduling of demonstrations by identified vendors

Organization
There was consensus that each type of local system must be included on all committees. A suggested basic organization for pre-planning, implementation and evaluation was given.

- Steering Committee
  Project oversight; software selection; evaluation; listserv administration; sustainability of project in accordance with LSTA guidelines

  Membership – Committee Chairs, 2-3 representatives from each consortium

- ILL Advisory Team
  ILL policies, procedures, data gathering
  Circulation

- Promotion Team
  Internal and external promotion
  Assist with evaluation
  Assist with user training

- Technical Implementation Team
  Hardware & software
      servers
      hardware specifications
      client software
      telecommunication
      authentication
      local systems' interfaces

- Training Team
  Staff training
  User training

- Design Team
  User interfaces
  Versions
  System configuration

TLN assumes all grant administration. All procedures will comply with their system of contracting, procurement and budget management. In accordance with LSTA rules all expenditures are paid via reimbursement procedures. TLN will serve as the fiscal agent for the grant and will coordinate with OWLS Board of Directors.

Louise Bugg, DALNET accepted the position of Chair- Steering Committee. Other members of the Steering Committee will be:

OWLS

Eileen Palmer (TLN), Bob Kelly (UMD), Kevin Brandon(Concordia College)

DALNET

TBA

SLC

Tammy Turgeon, others TBA

Scheduled Meetings for Planning Team:

December 5th   2- 4pm   Walsh College
December 18th 9 -11am   Southfield Public Library

January 5th 10am – 3pm   Henry Ford Community College
(Resource Sharing in Southeast Michigan: A Time for New Models)
January 19th 2-4pm   Walsh College
January 26th 9 -11am   Walsh College