

INCOL DIRECTOR'S MEETING

October 13, 2000

Spokane Falls Community College

1. Call to order

The meeting was called to order by Mary Ann Goodwin at 10:10 a.m. Members Present: Mary Ann Goodwin, Chair (SFCC), Bob Pringle (ICNE), Mike Pollastro (Neill-Pullman), Janet Lyon (Pend Oreille), Dave Nelson (EWU), Ann Johnston (NIC), Hans Bynagle (Whitworth), Julie Meier (Coeur d'Alene Public), Aubrey George (Spokane Public), Mike Wirt (Spokane County), and Lynn Chwelir (WSU)

2. Approval of agenda:

The agenda was approved. No additional items were added to the agenda.

3. Approval of Minutes

The minutes from the May 12th Director's retreat were approved.

4. Treasurer's Report: Hans Bynagle

Hans Bynagle explained the INCOL budget as of October 12, 2000. Between July 1st and October 12th revenue in the amount of \$1,346.56 was received in the general fund. There was no disbursement of funds during this period. However, \$750 was encumbered on September 27th for honorarium and expenses for three guest panelists for the continuing education workshop.

Courier Fund revenues received to date total \$6,890.71. Paid \$92.47 to Library Materials Expeditors for service from June 1-9. Potential billing for June 1-9 service with Pony Express was encumbered on July 1, 2000 in the amount of \$509.78.

As of October 12, 2000 Net balance (cash + billings – encumb.) in the General Fund is \$12,978.47; Courier Fund \$10,105.60; Combined Funds \$23,084.07.

Membership dues have been received from most of the institutions. The actual amount received to assess and determine membership fees was \$3,340.10. Three libraries paid courier fees and hopefully those fees will be applied to the new courier service when one gets started. Public libraries need to be billed before the end of the year for courier service.

5. Courier Update:

Hans Bynagle presented an in-depth update on the courier service. Handouts were given to everyone explaining the recent history of monthly courier costs, Orbis estimate for regional service, quotes for local service with Western Parcel Express, and a quote from City Parcel Service. UCI Distribution Plus submitted no quote.

ORBIS estimate for regional service \$440 per drop site. Might go somewhat higher depending on number of participants. If shared by 10 participants, \$44 per month. If shared by 9 participants \$48.88 per month.

Western Parcel Express submitted two quotes. The first quote was withdrawn after request for clarification was given to them. The first quote was intended for local service only, incorporating the assumptions that 1) one library serves as the drop site for the regional service, and 2) all other libraries funnel items going out to or coming in from the regional service through that drop site, which would have to do sorting and record-keeping on those items. The cost of one (or more?) Orbis drop site charges would have to be paid in addition to the local service charge.

The second quote apparently treats each library as a separate drop site on the regional system, but contracted directly with Western Parcel instead of through Orbis. On the second quote, the average monthly cost, assuming 10 participants: per library: \$485. Total \$4850.

City Parcel Service quote for local service. If interface with regional service is an extra stop, it would be charged at per-stop rate or possibly somewhat higher depending on traffic load. \$11.40 per day per stop.

Average monthly cost, assuming 10 stops: Per library: \$228 Total \$2,280.

Plus Regional Service: 44 440

Combined Cost \$272 \$2,720.

Average monthly cost, assuming 11 stops: Per library \$250.80 Total \$2508.

Plus regional service 44.00 440.

Combined Cost \$294.80 \$2948.

City Parcel stop time 1 and 2:15 p.m.

Hans saw no reason to go with Western Parcel. WPX prices were not encouraging and they wanted one library out of the group to serve as the drop point and connecting point. Those libraries who use a parcel service agreed with Hans.

If sign with ORBIS October 16th service would start November 6th. If sign with ORBIS November 15th, service would start December 1st. ORBIS will not guarantee price if sign up after November 15th. It was asked if a manifest would be required. Manifest is not defined yet. The local provider hasn't said anything about a manifest. City Parcel does not require a manifest. ORBIS contract would be 8 months.

EWU has own drop site on regional service and Pat Kelley voted for ORBIS. CASCADE would share requesting system. Spokane Falls Community College library looks like they will be going with City Parcel with regional connection. Spokane County Library sees no reason to do Courier and at the present time they plan to stay with Post Office. Spokane Public Library is gathering data to compare costs between Post Office and courier service. Aubrey wants to wait a month before making a decision. Bob Pringle has to re-look at his budget before making a decision. Hans said Whitworth Library is looking at the City Parcel model.

Questions asked: 1) Could we sign up with ORBIS and not local Answer: NoSpokane County could just use ORBIS because they already use City Parcel.City Parcel had the most appeal between the directors who attended the October 13th INCOL meeting. Hans needed a collective decision by November 8th in order to inform ORBIS by November 15th. Everyone interested in courier service is to e-mail Hans before November 8th.

6. Web site Update:

Eastern Washington University will host the INCOL website. David Nelson, EWU, is the contact person for the website. Joel Cummings WSU is also interested in working on the website. There is no security issue. The website will consist of official documents, minutes, and membership list. It was also decided that a copy of the registration form could be on the website in addition to continuing education guidelines with a link to the CE Chair's e-mail address. A link from the INCOL website to each library's homepage could also be included on the website. Mike or Hans has the files and could get the information to David on a floppy diskette. It was discussed that Joel Cummings could work with someone to screen material for the website. Send the minutes to be posted to Dave.

7. CE Committee Report:

Diane Lloyd, CE Chair, informed the INCOL directors that the CE committee's first workshop for this year would be a conference on E-books scheduled for October 18th. The CE committee worked in conjunction with the State Library to present the E-book conference in Spokane as well as in Seattle. The workshop would consist of a panel of guest speakers. This was the first time that the CE committee made it possible to register by e-mail. Registrations were also mailed out in the usual manner.

Diane Lloyd commented on how well organized the CE committee is and how each person on the committee helps in some manner. The guest speakers did not want an honorarium but the committee decided to pay each guest on the panel in Spokane \$75. The State Library paid all transportation costs and the INCOL CE committee paid for lodging expenses both in Spokane and in Seattle.

Plans are being made for a spring workshop on 24 x 7 reference service.

8. Meeting Schedule for 2000-2001:

The next meeting will be held February 23, 2001 at Spokane Falls Community College Library from 10 until noon.

The INCOL retreat is tentatively being scheduled for May 11, 2001 at Clark House, Hayden Lake. MaryAnn will contact Clark House to see if that date can be scheduled for the INCOL retreat.

9. Library Reports:

Spokane County Library District: Mike Wirt

The new Moran Prairie Branch was opened June 3 and has been heavily used for a facility that size.

The Board of Trustees adopted a 2001-2003 Strategic Plan in August, after six months of development. Whether or not some of the initiatives specified in the plan can be implemented will depend on the uncertainties of future funding.

We're working on the 2001 budget and to date have no information from the County Assessor on 2001 property taxes. Using a conservative estimate, and assuming that Initiative 722 isn't implemented, we're looking at a shortfall of up to \$400,000 between requested expenditures and available revenue. Expenditure requests include some additional staffing recommended in the new strategic plan.

Eastern Washington University: David Nelson

Enrollments for fall quarter are at an all-time high this year.

EWU recently received a Title III grant in the amount of \$1.6 for the purpose of producing information literate graduates by integrating information skills into the curriculum across campus. Faculty development will be a key focus, and the grant will cover various activities over a five-year timeframe.

Our new Provost is Dr. Peter Dual who joined us last spring. He came from Cal Poly Pomona.

Our new statewide database, Cascade, is quickly becoming very popular. It permits our students to directly borrow from the other 4-year Washington universities and colleges, and the turn-around has been much faster than the traditional ILL.

We have added the ISI Web of Science (Science Citation Index) database to our repertoire this quarter, and have converted a few other databases from CD-ROM to Web access.

Molstead Library Report –North Idaho College: Ann Johnston

New carpet was installed in the library last summer and is a great improvement. The Library recently purchased several online newspaper indexes through ProQuest.

Spokane Public Library Aubrey will be leaving Spokane Public in January. He is moving to Texas.

Intercollegiate College of Nursing: Bob Pringle

ICNE has been working on electronic reserves with the ILL system. We're down one staff member, permanently, as a result of WSU budget allocations. We also took a large cut in the book budget, we hope only for this year. We are using Ariel for document delivery, and have the capability to scan microfilm into both tiff and pdf formats, as a result of a grant from the State Library. If any of you need that done, we could offer to do a limited amount for you (i.e., if you have film or fiche that you'd like converted to an electronic image). We will, or course, do routine scanning for document delivery/ILL.

Whitman County: Kristie Kirkpatrick

Life is busy at Whitman County. As always – not enough money to do it all. We have applied for a grant to combine our website and on-line library catalog with that of Neill Public Library. This project, called PALS (Palouse Area Library Service) will allow residents throughout Whitman County to utilize the services of both systems with one card and one catalog search. WCL recently had our first mass-mailing of an "annual report" to every resident in our library district. Proud to have a new library foundation brochure and hope it will help us gain more donations. Many activities coming in the next two months with Children's book week, Food for Fines, and the Christmas season.

Neill Public Library: Mike Pollastro

Although we cut back service from 57 hours to 52 hours per week in March, a move forced because of staff shortages caused by I-695 and the ensuing rollback of the Motor Vehicle Excise Tax by the Washington State Legislature, circulation is up to 2.6% over 1999, which was the record year for circulation in our library. Further cuts are possible if I-722 "son of 695" is passed.

Last year, we started checkout of our Internet stations and that has worked quite well – the act of registration for the computers has definitely contributed to a decrease in problems of access to sexually explicit sites. However, we were getting visitors from other areas who didn't want to take the time to register for library cards in order to use the computers for 5 – 10 minutes to check their email, so we set up a new station for such access, no signup, at a level high enough that everyone must stand to use it. So far, that seems to be working out pretty well – some people seem to be able to tolerate standing at the terminal for a considerable length of time, which wasn't intended, so, if there's someone else waiting, we shoo them on.

We're just about to hire a library systems administrator, who will be shared with the Whitman County Library District. That coincides with our plan (and a grant application) to share an automated system with Whitman County. We did consider other consortia, such as one with INLAN/CIN/VALnet, but have decided to take this smaller step of uniting the two library systems first. There still remains a possibility that we might integrate our catalogs into GRIFFIN, the joint WSU/EWU system.

Pend Oreille County LibraryPend Oreille County: Janet Lyon

There will be a new library in Ione by September 2001. The Town of Ione received a CDBG grant for a community/library/college center. Architectural drawings are being decided at the present time to present to the Town of Ione. Ron Tan and Marv Moore from Spokane are the architects.

Lyon applied for the LSTA Connectivity 2000 Plus grant. Grant awards will be December 7th.

Lyon had to amend the Connectivity 2000 grant for increased bandwidth connectivity. The Library District will now be getting their increased bandwidth through Pend Oreille Telephone

Company instead of the local PUD. Still there are scheduling problems with POTC because they still have to purchase the ADSL equipment.

Adjournment: The INCOL Director's meeting adjourned at 12:00.

Next INCOL Meeting: February 23, 2001

INCOL Director's Retreat Minutes by Janet Lyon, Pend Oreille County Library