



Providing statewide library services to Florida's colleges and universities.

**Regular Meeting of the
Members Council on Library Services (MCLS)**

Minutes

Tuesday, September 11, 2018 – 1:00 to 5:00 p.m. EST
Wednesday, September 12, 2018 – 8:30 a.m. to 12:00 p.m. EST

State College of Florida, Manatee-Sarasota | Building 3 | Library & Learning Center
5840 26th Street | West Bradenton, FL 34207

Members Present: Gary Albarelli (POLY, representing Kathryn Miller), Kevin Arms (LSSC, representing Kathleen Sacco), Barry Baker (UCF), Stephen Banister (TCC), Monique Blake (BC), Christine Boatright (FGC), Raymond Calvert (PHSC), Lisandra Carmichael (UNF), Stephanie Clark (UWF), Mercedes Clement (DSC), Akos Delneky (IRSC), Brian Doherty (NCF), Erick Dominicis (MDC), Lori Driscoll (GCSC), Teresa Faust (CCF), Rebecca Frank (SPC, representing Matthew Bodie), Christina Fullerton (PSC), Karen Griffin (HCC), Margaret Hawkins (SCF), Janice Henderson (NWFSC), Carol Hixson (FAU), Beth King (VC, representing Ruth Smith), Robert Krull (PBSC), Karen MacArthur (EFSC), Tom Messner (FSCJ), Kathleen Miller (FGCU), Kristina Neihouse (FKCC), Lena Phelps (SFSC), Jean Phillips (FSU, representing Gale Etschmaier), Bonita Pollock (USF, representing Todd Chavez), Anne Prestamo (FIU), Patricia Profeta (SFC), Judith Russell (UF), William Shuluk (FSW), Jane Stephens (CC), Morgan Tracy (SSCF), Faye Watkins (FAMU), Christina Will (SJRSC), Lynn Wyche (NFCC).

Guests: Valerie Boulos (FSU), Lucy Harrison (GALILEO), Amy Johnson (DLIS), Mike Kiefer (SCFMS), Alicia Long (SCFMS), Mark Marino (SCFMS), Victoria McGlone (FSCJ), Jennifer Murray (UNF), Lindsey Ritzert (UCF), Robert Scaysbrook (OpenAthens), Suzette Spencer (BC), Courtlann Thomas (PSC).

FLVC/FALSC Staff: Ellen Bishop, Rebel Cummings-Sauls, Jeannie Dixon, Tammy Elliott, Brian Erb, Rachel Erb, Devon Hickey, John Opper, Gail Orth, Kendra Parson, Elijah Scott, Dave Whisenant, Shawn Wilson.

Call to Order

The meeting was called to order at 1:02 p.m.

Welcome and Introductions

Tom Messner welcomed everyone to the State College of Florida, Manatee-Sarasota and thanked Hawkins and staff for hosting the meeting. Members introduced themselves.

Mike Kiefer, Dean of Academic Affairs, welcomed everyone to the Library and Learning Center. Kiefer thanked the members for their hard work serving the students and faculty in their research, teaching, and learning endeavors.

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Messner announced and welcomed new members Banister (TCC), Blake (BC), Carmichael (UNF), Clark (UWF), Susannah Miller (FSU), and returning member Profeta (SFC).

Consent Items

Prior to the meeting, a packet was sent out with detailed reports from the standing committees, as well as May's meeting minutes, and future meeting dates. Profeta noted that she would submit minor changes to the May minutes. Messner made a motion to approve the consent items; Prestamo moved the motion; Frank seconded the motion. Motion passed.

MCLS Processes and Procedures

Standing Committee Appointments

Messner thanked the committee members for their hard work and announced new members that have recently been appointed. Additional vacancies will soon be filled.

E-resources Standing Committee Report

Boulos and Marino presented an overview of the recommendation process. Boulos explained the Collection Management and E-Resources Standing Committee (CMESC) makes recommendations to the Members. She presented the Florida College System (FCS) recommendation to the Council. The budget for FALSC-funded resources is expected to remain static, but the non-recurring supplement which FLVC has annually provided to maintain the collection at 2013-14 funding rates will not be provided this year. The expected 2019 shortfalls for each system were discussed. Messner made a motion to approve the FCS recommendation. Profeta moved the motion; Hawkins seconded the motion. Motion passed.

Boulos presented the State University System (SUS) recommendations and the SUS alternate plan. Discussion followed. Russell made a motion to accept the SUS recommendations without Oxford English Dictionary, instead cutting the Index to Legal Periodicals. Prestamo seconded the motion. Messner made a motion to approve the SUS recommendations. Motion passed.

Boulos mentioned that vendors are now offering multi-year contracts for databases in the shared collection. Discussion followed. Prestamo made a motion that any multi-year license proposals be forwarded to the CMESC for approval in keeping with MCLS' mission-critical list of resources that would more likely than not be renewed regardless of the state funding. The predetermined list will be offered as an amendment. Driscoll seconded the motion. Motion passed.

FALSC Briefings

Staffing Update

Scott reviewed the FALSC organizational chart. There are plans to hire a Systems Reports Specialist, Data Management Engineer, Library Services Systems Specialist, Library Relations Assistant Director, Digital Library Services Assistant Director, and E-Resources Assistant Director.

Digital Services and OER

Cummings-Sauls reviewed with the Council her unit's vision statement. Her unit is also working on a mission statement. Discussion followed and members offered some feedback. Cummings-Sauls will edit the vision wording. She reported that digital products will now undergo a quarterly review for new enhancements and requests. Her unit is working on educational and training materials inside FL-Islandora Guides. The update for Florida Islandora is scheduled for the beginning of next year. Publications of Archival, Library and Museum Materials (PALMM) is an Islandora site that supports the cooperative building of shared collections using common standards and a shared infrastructure. Cummings-Sauls noted that the Archon to ArchivesSpace migration is currently underway. FLVC is offering an ETD program that provides storage, access, and security for ETDs. In addition, FLVC is offering a citation server that provides access to metadata collections, and an Excel to MODS XML transformer. Cummings-Sauls reviewed the Florida Online Journal (OJ) program. Florida OJ will now be upgrading to the latest OJS version.

Finally, she noted that the future of the Florida Digital Archive must be made soon and she reviewed available options with the members. Discussion followed. Cummings-Sauls will send out some additional materials on the different options.

Cummings-Sauls wants to gather an OER point person for each institution. The FLVC OER Summit is planned for February 27-28, 2019, at the Sheraton Orlando. FALSC is officially discontinuing Archival finding aids service and Archon product support. FALSC will collaborate with the SUS and the FCS to develop a plan for the future of FALSC Digital Services and OER. Over the next year, the goal is to develop a digital services and OER survey to send out to the institutions to collect feedback on the current services we have. Her unit plans to visit all institutions within 2 hours of the Gainesville FLVC location to do individual interviews with the digital services and OER point persons. Cummings-Sauls will present the reports and requests to the Council to organize their priorities, needs, and wants with the main goal of expanding the services to more institutions. Her unit will also begin discussions on how digital collections and OER display in Mango.

E-Resources

Rachel Erb gave an overview of the E-Resources Unit. The E-Resources unit must implement some cross training because they are short staffed. They are documenting processes, so they can implement the new consortial ERM in the future. Amanda Yesilbas, with FLVC, will be taking on several duties including troubleshooting, leading group licensing, and working with Automated Vendor Statistics (AVS). Erb will be handling the contracts herself. Externally the group has been partnering with the SUS libraries in doing some contract negotiation. The unit would like to increase transparency by having a consortial ERM.

Prior to the meeting a spreadsheet was sent out with details of the Statewide E-Resources Collection history. She hopes that the consortial ERM will keep track of the data, so it might rectify some of the issues and help with creating an accurate history. Because of budget shortfalls and a 5% administrative fee, Erb noted that the Council and FALSC will need to get creative with multiyear contracts for products that are critical. FALSC was able to get a renewal rate of 1% with NewsBank. In previous years it was 3%. Further in the presentation, Erb discussed the topic of assessment using E-Resources usage data. She hopes to provide this type of data to the Council in the future. Erb asked the members to send her any ideas on reports they would like to see.

Erb gave a quick overview of the FALSC Group Licensing process and timeline for 2019. There was a webinar that already happened, and the E-Resources survey has already been sent to all colleges and universities. This will be to gain feedback on what resources are valuable to the institutions. Erb urged the members to adhere to the deadlines. Discussion followed.

Erb also gave an overview on the features of the Consortia Manager ERM program. The contract is pending and must go through the UWF procurement process. Erb noted she would be happy to give a presentation on this product at the December meeting.

ICOLC Collaboration

Scott give an overview and history of their collaboration with Taylor & Francis. He pointed out that Taylor & Francis was revising their subscription model instituting a rolling wall for any content that was more than 20 years old. Subscribers would have had to pay more money for access to that content. Scott thanked Russell and her team for being persistent in the negotiation process, which resulted in Taylor & Francis deciding not to institute the new policy. This saved the libraries a substantial amount of money! The International Coalition of Library Consortia (ICOLC) met with Taylor & Francis to discuss the new policies. After that meeting, Taylor & Francis decided to roll back from the new policy for all their North American Customers. Scott suggested that when we collaborate with other consortia, we can easily make changes like this.

Integrated Library Services

Bishop give an update on the projects FALSC has been working on since the implementation of Sierra/Encore stopped. They are currently on Aleph Version 20. All data from v.20 has been moved to the new Test server and upgrade steps have been performed to create the v.23 environment. FALSC has gone through the configuration table work to upgrade and customize v.23 and has begun testing of the system and the new functionality. There is a document on the FALSC website with a summary of new features and functionality in v.23.

FALSC is creating a LibGuide for library staff to provide training and documentation in October with details of the new features. In addition, the LibGuide will have videos of workflow scenarios to help with the training. In October, FALSC will provide new Aleph Test clients for library staff testing. They will provide general and specific v.23 training webinars for all library staff from mid-October to mid-November. They are still on target for the GO LIVE switch to v.23 during Winter Break. Discussion followed.

Bishop moved on in the presentation discussing the Mango project. All 19 remaining colleges that were still on PRIMO have moved to Mango and have their local Mango configuration customized for their institution. In addition, FALSC has switched out the article mega-index, Primo Central Index, and has replaced it with EBSCO's EDS Mega Index and the link resolver, Full Text Finder. In October, FALSC will start decommissioning Primo, Primo Central Index, SFX and MetaLib. All 40 institutions continue to use UBorrow, the unmediated statewide borrowing service via the Mango interface. Library staff can contact the Help Desk to be added to the new Mango listserv. Staff can find the links of various webinar recordings on the Mango Consolidation Wiki. FALSC is working with FLVC developers and the UISC to create a prioritized list of enhancements and developments. The enhancements will be released quarterly. FALSC/FLVC and the Resource Sharing Standing Committee (RSSC) will begin to investigate enhancements for the UBorrow service in Mango. In early 2019, they will conduct a feasibility study to explore the possibility of a complete Mango rewrite.

DLSS Update

Opper gave the members an update on Distance Learning and Student Services projects including enhancing the online catalog, adding quality indicators to the courses, the completion of a master agreement with the Florida Quality Matters Consortium, and a FloridaShines update. Opper discussed upcoming events. FloridaShines is hosting the third annual Virtual College Week, Tuesday October 2-4, 2018. Opper presented the Student Services Update. FloridaShines will work on rebuilding the foundation for a new integrated K-20 Career and Education Advising System. Opper reviewed the results of the 2018 Textbook survey, mentioning that 21,000 students took the survey. Among the results of the survey it shared that students are spending less money toward college textbooks than they did two years ago, more required textbooks are purchased but not always used in course instruction, and students are buying more used books from the campus bookstore and exploring textbook rental options.

Library Support and Training

Brian Erb followed up on Bishop's presentation by discussing how the switch to Mango has affected Canvas and Instructure's LTI. Erb pointed out that Instructure created an LTI for the institutions using Primo, so their instructors can build reading lists in Canvas. Erb wants to revisit this to see what people need so that going forward FALSC could recommend that institutions move to Curriculum Builder. If there are any interoperability issues with the transition, Erb wants to fix them. Council members discussed LTI and Curriculum Builder and the problems their institutions have.

Further in his presentation, Erb discussed how his unit has been focusing on helping with library assessment. FALSC hosts EZproxy for 31 institutions. Broward has used this data to look at student research appointments and use of electronic resources as a correlate of student success in a specific course, which opens a lot of assessment possibilities. Institutions can look at simple

correlation success metrics with almost any student data point, success metrics with specific student populations, and a way to deal with selection bias by looking at improvement metrics. Erb explained why these kinds of assessments are important. By Spring 2019, FALSC wants to offer EZproxy Data to every institution as a FALSC service. Institutions can put in a request to the Help Desk to begin receiving a weekly file of EZproxy data with student identifier turned on. Erb is going to ask each institution to sign an MOU regarding privacy issues, and require the sharing of results with the Library Assessment Repository. Erb explained the downsides of EZproxy for gathering usage data at the student level. Erb explained OpenAthens authentication versus EZproxy from an assessment perspective. Discussion followed.

Next Gen LSP ITN Update

Scott and Whisenant reviewed the LSP ITN Process. In order to have a successful ITN (Invitation to Negotiate) and secure a contract for a new LSP (Library Services Platform). FALSC will work with UWF Procurement to follow these steps:

- Create an ITN document
- Form an Evaluation Team
- Form a group of "Reviewers" who will assist the Evaluation Team
- Release the ITN to prospective vendors
- Receive and review vendor written responses
- Provide a Q&A period for the vendors
- Evaluate team scores and responses and narrow the vendor choices to two or three
- Host in-person vendor demonstrations and provide feedback survey for the Libraries
- Evaluation Team will work on final scoring
- Evaluation Team will send recommendation letter to UWF Vice President and Provost
- Negotiate a contract

Whisenant reviewed each step in detail and updated where they are in the process. He recommends that the Evaluation Team be appointed at the October 17th MCLS Executive meeting.

Bishop encouraged the Council members to recommend a member of their staff to join the Evaluation Team. FALSC is looking for three SUS library members and three FCS library members who are nominated by their MCLS representative and chosen by the Executive Committee. The Evaluation Team members are required to attend all in-person meetings. In addition to the Evaluation Team, UWF's procurement process allows 40 reviewers, one from each institution. Driscoll motioned that SUS Directors select a representative, FCS Directors select a representative, then the remainder be selected by the Executive Committee by application with additional appointments from FALSC. Prestamo seconded the motion. Motion passed.

Prestamo motioned that the MCLS authorize FALSC staff and the Executive Committee to follow a process similar to that used in 2015, to constitute a team of 40 reviewers. MacArthur seconded the motion. Motion passed.

OpenAthens Demo

Robert Scaysbrook, with OpenAthens, gave the members an overview and presentation of the OpenAthens product and services. Scaysbrook gave examples of how OpenAthens will look from a patron's perspective versus a librarian's perspective. Lucy Harrison, with GALILEO, joined Scaysbrook, and shared why GALILEO is implementing OpenAthens. Discussion followed.

IPEDS Web-Based Collection Statistics

Dixon presented an explanation of how FALSC/FLVC/CCLA got involved in providing annual and monthly statistics for all schools. Dixon reviewed the process of the IPEDS Web-Based Collection Statistics. To facilitate communication to all FCS institutions regarding the survey, FALSC has established a new listserv. Contact the Help Desk to be added to the listserv. According to the Florida Department of Education, the Spring Academic Libraries Survey of IPEDS will be open

online for institution submission and review from December 12, 2018 to March 15, 2019. Discussion followed.

Open Textbook Network Presentation

Cummings-Sauls shared topics from the Open Textbook Network Summer Institute and Summit hosted in July. Open textbooks are textbooks that have been funded, published, and licensed to be freely used, adapted, and distributed. If an institution has OER Textbooks that qualify for the library, they can submit them at <https://open.umn.edu/> or email rsauls@flvc.org. Cummings-Sauls presented the OTN numbers, benefits and resources. Cummings-Sauls asked the members to contact her if they are interested in hosting Train the Trainer Sessions, in Spring and Summer 2019. Discussion followed.

Cummings-Sauls encouraged the members to apply for the Certificate in OER Librarianship. FALSC applied to the Department of Education's 5-million-dollar Open textbook pilot program for this fiscal year, and got in before the deadline. Cummings-Sauls thanked the members for participating in the draft.

Division of Library and Information Services (DLIS) Update

Amy Johnson, the Florida State Librarian, updated the members on the business at the statewide level. She gave an overview of the DLIS projects and mentioned that the state of Florida currently has a contract with OCLC that they pay annually that allows many organizations to access OCLC. Johnson said the model is outdated, and she has put OCLC on notice that the contract will not be renewed. However, the State Library of Florida will maintain its full resource sharing membership and its full cataloging membership of OCLC. Johnson explained that DLIS cannot sustain the annual fee, so OCLC may try to get this balance from the colleges and universities. Johnson shared plans for how the annual fee amount will now be used. The Florida Memory Program, which is part of the State Library and Archives of Florida, is doing a new 2019 calendar in cooperation with the Department of Agriculture and Consumer Services and the theme is historical Florida recipes. Calendars can be ordered at: <https://www.floridamemory.com/about/promotional.php>.

OCLC Access Subscription Fee

Scott shared what FALSC pays to OCLC on behalf of our 40-member institutions for Access Subscription Fees. He presented a list of the breakdown by institution. According to OCLC, the fee is the charge for using OCLC cataloging and resource sharing/ILL systems infrastructure. The subscription provides unlimited time and user access to OCLC's cataloging and resource sharing/ILL hardware and software platforms and network architecture. This fee has historically been a separate line item on a libraries OCLC invoice. Discussion followed.

New Business

Henderson updated the members on projects from Northwest Florida State College. In June, they were 4 weeks into a move of materials from the first floor of the Library to the second floor to make room for the Academic Success Center and the Career Center. Henderson mentioned that the process is going smoothly, and they moved over 150,000 print and audio/visual materials! Northwest Florida State College has low staffing numbers; however, they will be hiring a new Librarian.

Scott followed up with the OpenAthens presentation by discussing the costs. FALSC got an initial quote from OpenAthens to cover the 28 colleges and 3 universities which includes a 1-year migration and maintenance fee. Scott discussed the option of cost-sharing because the FALSC/FLVC budget cannot accommodate the full cost. Discussion followed. Scott mentioned that he will share the FALSC budget after it's approved at the EAC meeting on October 1st.

Adjournment

The meeting adjourned at 11:46 a.m. EST.