



SLRC Annex Conference Room, EPFL, Central / SLR
December 15, 2016
10:15 a.m.

Attendance: Stuart Ragland, Michael Walsh, Wendy Allen, Jim Gillispie, Beth Thoms, and Daria Parry

Virtually: Kevin Urian for Erica Karmes-Jesonis, Elizabeth Hulett, Carla Moore, Jennifer Ranck,

Welcome (Daria Parry, Chair)

Call to order

Approval of Minutes – October 20, 2016

Motion: Beth Thoms

Second: Jim Gillispie

All approved

Sailor Quarterly Report (Stuart Ragland)

- The Sailor FY2017 First Quarter Report has been posted to the Sailor website:
<http://www.sailor.lib.md.us/uploadedFiles/sailor/committees/sac/reports/fy2017rep/fy2017qtr1-report.pdf>
- Jim asked a question about the report. Wendy explained that some public libraries are receiving Relais requests from patrons who are not first checking their local catalog; a workaround has been submitted to Relais as an enhancement

MDLIBTECH (Stuart Ragland)

- Several SAC members attended the MD Tech Connect event on December; 179 total attendees (25% library directors, 30% IT staff, 55% library staff)
- Event received positive feedback; attendees enjoyed the affinity groups

SAILOR Network (Mike Walsh)

- Things have been quiet and running well

Relais/MARINA Update (Wendy Allen)

- Pratt will test a new transit procedure for OCLC
- Two counties – Harford and Prince George’s are reporting MARINA is receiving low priority in internet traffic. Daria said that the Harford issue seems to be resolved now.

Renovation Update (Wendy Allen)

- Project is on target with budget and schedule



- Adding sidewalk signage to let public know library is open; will also add signage in Central Hall with information about specific departments
- After Black & White party, work will begin in Central Hall

Collections and Access Services Division and SLRC Update (Wendy Allen)

- Rosetta Stone issues have been resolved (more or less); students can access database using their public library card; contract has been reduced by \$12,500 as a result of the lapse in communication

SLRC Financial Report (Wendy Allen)

- Submitted by email prior to the meeting (see below)

SLRC Commission Report (Daria Parry)

- Several database brochures have been created, will be distributed to SAC members and all libraries; SLRC is also creating user guides for customers and reaching out to public schools, AIMS, and Catholic schools
- New training opportunities, such as using your smart device, will be made available
- Fall SLRC conference was held October 19
- Statewide Circulation Conference was held November 17; 108 attendees
- Along with the renovation project, RFID conversion is taking place in each department
- Strategic Plan – a survey for stakeholders is being developed, as well a two-day summit in March; Commission is expected to vote on new plan at the May 16 meeting
- Wendy reminded group about Irene's request for an updated database ROI study; the last one was completed in 2014
- Discussion followed regarding method/formula to analyze database; Jay Bansbach recently developed a similar study for the school libraries
- Jennifer (Falkowski), Stuart, and Wendy will meet after the first of the year to determine standard

MDSE Updates (Dennis Nangle)

Dennis was unable to attend

Other Business

No other business was discussed

Next Meeting: February 16, 2017



Adjourn

Motion: Jim Gillispie

Second: Beth Thoms

**State Library Resource Center
FY 2017 Budget
Expenditure Report for the Quarter Ending 9/30/16**

	Salaries	Benefits	Contractual Services	Supplies	Materials & Equipment	Total	% of Budget Spent
Executive Direction	39,284	5,150	721	356	91	45,602	22%
Human Resources	25,814	5,100	1,391	82	-	32,387	26%
Administrative & Fiscal Services	42,970	6,361	966	161	-	50,478	26%
Exhibits, Programs, Printing	17,660	3,516	90	48	-	21,314	20%
Facilities Management	34,115	9,588	395	93	-	44,191	23%
Collection Management	55,159	14,549	4,844	943	4,968	80,463	23%
Systems Management	33,679	8,908	10,967	981	-	54,535	15%
Delivery Services	13,120	3,493	4,649	1,385	-	22,647	20%
MILO	68,469	21,871	994	-	329	91,663	16%
Public Services (non 100% funded departments)	229,490	52,528	1,236	265	74	283,593	21%
Building Services	130,965	38,188	140,862	15,224	1,400	326,639	23%
Regional Information Center	4,183	631	-	-	-	4,814	19%
Sights & Sounds	22,911	5,777	40	191	966	29,885	18%
Sailor	74,346	15,680	159,089	-	4,230	253,345	10%
Public Service Materials (non 100% funded departments)	-	-	-	-	10,485	10,485	4%
State Documents	35,284	4,697	-	-	-	39,981	20%
Collections and Access Services Management	17,028	6,473	239	41	-	23,781	22%
Resource Delivery (Circulation, Stacks & Shelving)	44,719	9,405	46	82	-	54,252	25%
Courier Services	8,788	5,236	1,320	1,854	-	17,198	9%
Maryland Department	75,829	14,998	330	-	-	91,157	18%
African American Department	54,285	11,275	6	-	-	65,546	16%
SLRC Management Office	13,998	1,731	63	-	-	15,792	25%
Digitization	12,210	3,378	-	-	338	15,926	15%
Web Management	33,784	11,412	196	-	2,316	47,708	21%
	1,088,070	259,945	328,464	21,706	25,197	1,723,382	17%

Narrative:

The Library has spent approximately 17% of the SLRC grant as of 9/30/16. There are no significant variances to report at this time however there are several important notes. First, no Sailor database costs are included as of the first quarter as most of the anticipated \$660,000 in costs will occur late in the fiscal year. Another timing note is that none of the Baltimore and Montgomery Counties delivery grant costs have been paid which understates the Courier Services percentage spent for this point in the fiscal year. Finally, we have not incurred Relais maintenance costs in MILO as of yet and book/materials and equipment purchases are a little behind schedule across all departments due to renovation activities.