Sailor Advisory Committee
Poe Room, EPFL, Central / SLRC
October 15, 2015
10:15 a.m.

Present: Daria Parry; Mike Walsh; Wendy Allen; Elizabeth Hulett; Beth Thoms; Jim Gillispie;
Jennifer Falkowski

Welcome (Daria Parry, Chair)
The committee welcomes two new members, Jim Gillispie from Johns Hopkins University, and
Beth Thoms from Montgomery College.

Approval of Minutes – June 18, 2015
Jim Gillespie approved/Beth Thoms seconded

Sailor Quarterly Report (Daria Parry, Wendy Allen)
Reviewed highlights from the Quarterly Report/Annual Report.
http://www.sailor.lib.md.us/committees/sac/Default.aspx?id=54294

- Marina/Milo will begin their move soon.
- MILO staff has begun testing a Web based interface for staff. They have identified some
  functionality differences and have placed support tickets with Relais.
- Relais software will be upgraded in Summer 2015.
- Database usage strong
- Most popular databases highlighted in the Top 10 and Top 25

MDLIBTECH (formerly SNMG) (Daria Parry)
- Mini-conference December 8th; In planning stages now
- DLDS is taking the lead

Sailor Network (Mike Walsh)
Fiber Network update
- Chestertown/Kent – recently got their pole permits. Awaiting construction to complete
  fiber build out on the Shore. (Hopefully by the end of the calendar.)
- Chestertown is the last site awaiting change from wireless service to fiber.
- Will meet with State to determine use of wireless infrastructure.

Relais/MARINA Update (Wendy Allen)
- Relais issued a new release for Marina which required that all libraries update their Relais clients. Most libraries have completed the upgrade.
- MILO/Transshipping is moving. This will require a service interruption.
- Marina will be down Oct. 22-29, and there will be no deliveries Oct. 26-30. Deliveries should resume on Nov. 2.

Budget Report – (Wendy Allen)
- Wendy shared information about the end of the FY 15 budget from the Commission meeting in September, including costs associated with salaries and benefits, Sailor databases, departmental materials, building maintenance, and service costs. (See below)

SLRC Commission Report
Tabled until next meeting

MSDE Updates
No one here today for reports. Tabled for next meeting.

Next meeting: December 17, 2015 – Annex Conference Room, EPFL, or Google Hangouts.

Other Business –
Wendy provided an update on Sailor databases:
- Vendor Day was held Sept. 24
- Three vendors – Ebsco, ProQuest, Gale
- Demos and discussion
- Proposals were due yesterday (October 14, 2015)
- Hope to have new contract by the end of this calendar year

Adjourn - 10:51 AM

Minutes respectfully submitted by Beth Thom

FY2016 Meeting Dates
1. October 15, 2015 – Poe Room EPFL
2. December 17, 2015 – Annex Conference Room EPFL?
3. February 18, 2016 – TBA

4. April 21, 2016 - TBA
5. June 16, 2016 – TBA

State Library Resource Center
FY 2015 Budget
Expenditure Report for the Quarter Ending 06/30/15

	Salaries	Benefits	Contractual Services	Supplies	Materials & Equipment	Total	% of Budget Spent
Executive Direction	91,551	14,848	3,218	1,251	-	110,868	94.36%
Human Resources	101,843	19,646	5,967	212	197	127,865	103.71%
Administrative & Fiscal Services	150,669	27,589	13,661	764	-	192,683	99.58%
Exhibits, Programs, Printing	79,082	14,279	7,679	1,779	-	102,820	97.52%
Facilities Management	116,400	26,808	4,068	621	-	147,897	97.62%
Collection Management	296,074	81,376	16,117	12,135	43,858	449,560	100.02%
Systems Management	196,755	52,938	83,041	212	102,467	435,413	98.99%
Workers' Compensation		4,536				4,536	100.00%
Delivery Services	55,534	12,090	19,687	5,505	-	92,816	102.71%
MILO	311,077	110,901	53,450	10,009	74,046	559,483	109.38%
Public Services (non 100% funded departments)	1,187,923	272,304	57,694	14,925	1,425	1,534,271	96.67%
Building Services	468,455	150,751	535,568	56,339	-	1,211,113	106.92%
Regional Information Center	14,700	2,680	-	-	618	17,998	100.09%
Sights & Sounds	100,442	46,915	163	635	24,214	172,369	100.46%
Sailor	280,864	110,187	875,546	96	1,363,394	2,630,087	97.73%
Public Service Materials (non 100% funded departments)	-	-	-	-	288,030	288,030	106.82%
State Documents	113,534	33,507	84	5,766	-	152,891	107.10%
IAD Management	59,105	25,533	2,213	1,700	355	88,906	93.13%
Resource Delivery (Circulation, Stacks & Shelving)	186,689	41,615	269	50	113	228,736	95.17%
Courier Services	32,149	23,710	120,215	3,190	-	179,264	99.83%
Maryland Department	329,111	54,240	19,589	1,548	8,997	413,485	98.02%
African American Department	269,908	62,234	188	1,273	9,338	342,941	100.74%
SLRC Management Office	56,347	7,111	342	211	-	64,011	94.58%
Web Management /Digitization	201,991	65,236	3,714	1,057	7,180	279,178	99.03%
	4,700,203	1,261,034	1,822,473	119,278	1,924,232	9,827,220	100.00%
Budget	4,627,317	1,325,509	2,137,362	98,614	1,638,418	9,827,220	
Difference	(72,886)	64,475	314,889	(20,664)	(285,814)	-	

SLRC quarterly expenditures fy 15 4th (Commission)

State Library Resource Center
FY 2015 Expenditure Report

The State Library Resource Center (SLRC) budget for Fiscal Year 2015 was $9,827,220 including $2.7 million for Sailor. The attached table reflects how that funding was spent.

<u>Major Categories of Expense:</u>

Salaries & Benefits accounted for approximately $6.0 million or 61% of overall costs supporting approximately 104 full time equivalent positions.

Approximately $644,000 was spent on Sailor databases (Proquest (Heritage Quest) and EBSCO (Automotive Repair, Science Reference Center, Publishing, History Reference, Magazine Article Summaries, and Business Source). Another $1.6 million was spent on Sailor Internet service, telecom costs, maintenance, and infrastructure improvements.

Approximately $331,000 was spent on Maryland, African American, and other subject department materials. In addition, as we have in prior years, we microfilmed a number of newspapers from around the state in an effort to maintain them as part of our collection.

Approximately $592,000 was spent on building maintenance & utilities representing approximately one third of the total cost (balance of which paid with City of Baltimore & other funds).

The remaining $704,000 was spent on a variety of equipment, supplies, and other costs in support of the Strategic and Annual Plans. Costs supported include contractual costs such as Marina/Relais software maintenance, delivery costs (including the Baltimore & Montgomery County grants), and materials for statewide training sessions.

<u>Note:</u>

State SLRC per capita funding increased by slightly less than 1% last year, requiring a continuation of significant cost containment measures. Despite that, SLRC was able to complete its FY 2015 work plan and is well positioned to continue progress in a number of areas. While much of SLRC's focus was on grooming the collection and other preparations on advance of the coming renovation, there were several notable other activities. We increased our outreach to schools speaking with media specialist supervisors and others in an effort to increase awareness of SLRC resources and services. We also continued our efforts to enhance our support for LATI training.

The future outlook for State funding is not promising howeverwe are hopeful that the State will eventually be in a position to restore some portion of the 10% budget reduction from seven years ago. The City of Baltimore's revenue outlook is not good either as it focuses on implementing measures called for in its 10 year plan to address the City's built in budget infrastructure deficit. Despite the fiscal challenges, SLRC will continue its efforts to deliver quality services to its City and State customers.