

REVISED TODAY

MINITEX Policy Advisory Council Meeting
March 7, 2008

AGENDA ITEM # 6

6. MINITEX Director's Report

- Delivery Services
 - Delivery volume continues to increase. We have had a 37% increase in items being sorted from bin to bin during July-February FY08 compared with the same period in FY07.
 - We will be issuing a RFP this Spring for delivery vendors to determine if we stay with our current couriers or select new ones.
- Interlibrary Loan requests for loans and photocopies
 - We are in heavy time of the year. For example, this week on :
 - Monday received 2,226 requests with 1,339 from Gateway or 60%
 - Tuesday received 1,858 with 42% from Gateway
 - Wednesday received 1,493 requests
 - Thursday received 1,579 requests
- Outsell Reports, Newsletters
 - MINITEX subscribes to Outsell for Advisory Council members and staff. I'm in the process of updating email addresses (adding and deleting). I will soon announce a webinar with Outsell where they will show you how to access their Database Management system so when you read their newsletter, you can link to additional information if you wish to do so.
- Marketing MINITEX senior staff will meet with RileyHayes, a local marketing firm next week. Basically I am interested in some outside assistance from a non library organization to work with us on assessing the various MINITEX brands we now have: ELM, MnLINK Gateway; Minnesota Digital Library; Research Project Calculator. Is there a way to simply explain all of this in a way to the library community and also to those that are targeted to end users (ELM, Gateway, RPC, MN Reflections). We have talked about this in previous meetings and if we can leverage any marketing to increase awareness of libraries in general, we will do that. We expect a report and some recommendations after several discussions over the next several months.
- Open Source . I received around 15 serious replies from library directors interested in attending workshops with Liblime (Koha) and Equinox (Evergreen). We will schedule such workshops later in April and May, though May is shaping up to be a busy month with various conferences. MnPALS will hold its sessions the end of March and end of April.
- Staff visits to local libraries Cecelia Boone is including this year a column in MINITEX E-News that highlights some of the MINITEX staff's travels around the region. We enjoy our trips around Minnesota and the Dakotas as they give us a chance to talk with staff members of our participating libraries and see what's happening. There is a handout that covers January and February 2008. This doesn't include the additional Webinars that were held during this period.
- MINITEX/Wisconsin Interlibrary Library Services (WiLS) Joint Meeting. MINITEX and WILS staff met last month to discuss how we could cooperate in bringing additional training sessions to both of our participating libraries. We are reviewing notes from the meeting and anticipate several joint

ventures starting this Spring with planned Webinars being offered to each others members on OCLC issues.

- Manager to be hired – I am working on a position description which will combine the responsibility for providing OCLC Services & Support to participating libraries along with digitization activities, which would concentrate primarily on education & training plus working closely with the Minnesota Reflections Project. I anticipate posting the position this Spring.
- MLAC. The Minnesota Library Access Center will be filled by the end of calendar year 2008 and no more deposits will be taken from libraries.
- Strategic directions . We are reviewing our operation in terms of looking at what we currently are doing in the office and what we may need to stop doing so we can more effectively take on some of the recent activities we have undertaken.
- Cooperative Reference Statewide Project. QuestionPoint is being used because MINITEX already has a subscription. Training has occurred on the use of QuestionPoint and tests are going on this month with the participating libraries in the first phase of this project. The libraries are:
 - Rochester Public Library
 - Hennepin County Library – Suburban & Minneapolis
 - College of St. Catherine
 - St. John’s University/College of St. Benedict
 - St. Cloud State University
 - Minnesota State University Mankato
 - University of Minnesota Duluth
 - We believe we will go live in April and then plan the second phase where we will invite additional libraries to join the statewide project. This service is 24x7 and has an academic group and a public library group –appropriate questions will be routed to appropriate groups.
 - We are planning on putting the QuestionPoint icon on the ELM Portal later this Spring to begin offering assistance to users who may have some questions and problems in searching the ELM resources.

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On the Road with MINITEX: Recent Trips

We are initiating a new MINITEX E-NEWS column that will highlight some of our travels around the MINITEX region. We enjoy our trips around Minnesota and the Dakotas as they give us a chance to talk with staff members of our participating libraries and see what's happening at the grassroots level. This first report will be longer than ones in the future because we are covering two months. We are interested in your thoughts and responses and suggestions (contact Cecelia Boone, 612-624-6353, 800-462-5348, c-boon@umn.edu).

- **Jan. 17:** Mark Wilhelmi, BATS, traveled to Bismarck to present an all-day training session, "ILL Basics Using WorldCat Resource Sharing," at Bismarck State College.
- **Jan. 18:** Bill DeJohn was invited to Sioux Falls to meet with the SDLN Executive Committee to discuss the future of ILS systems, OCLC initiatives, Open Source options, and collaboration, especially in region. The SDLN Executive Committee is revising a Strategic Plan document, and this was some background information to inform that process.
- **Jan. 21:** Kristen Mastel and Jennifer Hootman, MINITEX Reference, made presentations in Mountain Iron, MN, and Stillwater, MN.

--Kristin presented an ELM Overview session for the Northeast Technology Users Group in Mountain Iron.

--Jennifer taught three classes in Stillwater. She was invited to teach Stillwater teachers and a few school media specialists about ELM from a technology perspective (i.e., special features of the databases) at the Navigating This Digital Landscape conference sponsored by Stillwater Area Public Schools.

- **Jan. 25:** Beth Staats, MINITEX Reference, presented an ELM training session to eight public librarians and one media specialist at Cambridge (MN) Public Library. The session focused on EBSCO and Gale/PowerSearch resources.
- **Feb. 5:** Rita Baladad, CPERS, visited the College of St Benedict in St. Joseph, MN, and dropped by to visit the Clemens Library. She chatted with LeAnn Suchy, Public Services Librarian, while she was staffing the reference desk, and spoke briefly to Kathy Parker, Director.
- **Feb. 7:** Rita visited the Goddard Library at Rochester (MN) Community and Technical College. Mary Dennison gave Rita a tour of the library. Also, she met Library Coordinator Dale Pedersen, who explained the history of Goddard Library and their relationship with the University of Minnesota's Rochester Center and Winona State University.
- **Feb. 19:** Kristen, Jennifer, and Beth were on site for a meeting presentation, training session, and conference presentation.

-- Kristen joined in the discussion and developed materials for an informal meeting about core library reference collections at the SMILE office in Mankato for staff of public and academic libraries.

-- Jennifer provided ELM training during a meeting of the Metronet Information Literacy Initiative, a collaboration between St. Paul Public Schools and its multitype, Metronet. This year the

program has expanded to also include three Minneapolis Public high schools and Chaska School District 112.

-- Beth presented at the annual MAAP (Minnesota Association of Alternative Programs) conference sharing information about the ELM resources.

- **Feb. 20:** Carol Nelson, Document Delivery, met with Aaron Albertson and Elfi Brynolfson at Macalester College's Dewitt Wallace Library in St. Paul to discuss MINITEX Document Delivery services including, electronic delivery issues, VDX, and unfilled requests.
- **Feb. 26:** Carol, Rita, and Carla Steinberg Pfahl, MINITEX Reference, made visits in St. Paul and St. Cloud.

-- Carol met with Gail Peloquin and Siobhan DiZio at Hamline's Bush Library in St. Paul. In addition to talking about the Hamline campus and student body, Carol, Gail, and Siobhan discussed permissions for electronic journals, request updating, and how deflection is used for electronic resources.

-- Rita and Carla visited St. Cloud State University. Jo Flanders gave them a tour of the Learning Resources & Technology Services building. They also met talked with Keith Ewing.

- **Feb. 27,** Rita travelled to Duluth where she visited the University of Minnesota, Duluth, and talked with Connie Moeller at Lake Superior College, and Linda Rau at Duluth Public.

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