

**Florida Library Network Council
Meeting Minutes
February 19, 2004**

The following council members were in attendance: Judi Ring, State Librarian, Barry Baker, John Callahan, William (Bill) Conniff), Jim Corey, Loretta Flowers, Danny Hales, Betty Johnson, Richard Madaus, Joe Stines, Barbara Stites, and Nancy Teger. Visitors included Charlie Parker. The State Library staff in attendance included Mark Flynn and Debra Flemming.

Judi Ring, State Librarian, convened the meeting with opening remarks.

Council Action: Motion was made to adopt the Minutes of August 21 & 22, 2003 Motion passed.

Announcements

- Ms. Ring announced that the State Library and Archives are moving forward to a new exciting year and that rumors of moving collections to NOVA were not true.
- The Florida Electronic Document program is back in the division. It was effective October 1, 2003.
- The web site for the Florida Electronic Library was formally launched on December 3, 2003.
- The Florida Group Catalog went live in January 2004. This is part of OCLC's FirstSearch service.
- We are using LSTA to fund the Florida Electronic Library and there are no funds in the Governor's budget for it.
- There is a \$3 million dollar rural initiative for rural libraries to develop programs on literacy and technology. We don't know if this will be reoccurring money.
- The Governor's Office and the Secretary of State have made no recommendation for library construction.
- For the first time libraries are included in the Governor's celebration of reading. The Division is also working with the Florida Department of Education and the "Just Read Florida" office.
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Mark Flynn introduced Nancy Teger from the Department of Education (DOE). Nancy has been working to put K-12 into this Florida Electronic Library program. Nancy came on board with DOE during the summer.

Nancy gave an overview of DOE in conjunction with libraries. Nancy is working with Loretta and Mark on a vision statement of what school libraries and public libraries can do together. Part of this vision is to have libraries and information resources available to people of all ages, from infants to senior citizens, in support of lifelong learning. This includes online resources, but should be more programmatic than just access. Nancy has looked at many other states and seen what they have done. Florida is one of four states that doesn't offer statewide licenses to the public libraries for electronic resources. So an important goal will be to work together with the Florida Electronic Library to make all of those resources available throughout Florida schools.

The key to success is to incorporate database access into programs for schools and public libraries that are part of Florida's political and economic agenda.

It's just not on the online data that is needed, but rather a focus on a broad look at literacy. This includes technology literacy as well as reading literacy.

Review of Organizational Documents.

Three documents were presented, which together propose guidelines for administration of the Florida Electronic Library and related components.

FLNC Guidelines for Organization and Operation

This document describes the organization, responsibilities, and operating guidelines for the Florida Library Network Council.

The following changes were recommended:

To acknowledge that "membership" includes representation on the Council from both public AND private academic library institutions

To acknowledge that representation on the Council by the Executive Director of the College Center for Library Automation (CCLA), the Director of the Florida Center for Library Automation (FCLA), and the Office of School Media Centers in the Florida Department of Education are standing appointments.

To acknowledge under "Operating Guidelines" that the official business of the Council can be carried out electronically and includes "virtual technologies" such as, e-mail notification for meeting notices and balloting and conducting meetings using teleconferencing, video conferencing, or the Web.

Under "voting conflicts", the statement was rewritten to state that voting conflicts should be made known before advocating a position on an issue before the Council. However, if after declaring a conflict of interest and advocating a position, the voting Council member must complete a Memorandum of Voting Conflict for State Officers (Form 8A).

The council recommended that the document can be amended by a 2/3 vote and with the concurrence of the State Librarian.

The next two documents describe the interrelationship between the FLNC, the Director of the Florida Electronic Library and the various agencies that operate components of the FEL. These documents were drafted by an FLNC Working Group consisting of Richard Madaus, Danny Hales, Nancy Teger, Loretta Flowers and Mark Flynn. The group sought to describe how communication will occur among the partnering institutions in order to assure effective planning, decision making, administration and coordination of the FEL and its component parts.

Guidelines for Organization and Operation of Opponents of the Florida Electronic Library

This document describes the Florida Electronic Library programmatically, names each component part, and sets out guidelines for administration, coordination and communication. Components are basically programs or projects operating under contract with State Library and Archives of Florida or a State Library funded project or program administered by a library, consortium, or network.

Only one change was recommended to this document:

Add the ILL delivery program as a component of the Florida Electronic Library.

Florida Electronic Library: Definition of Roles and Relationships

This document describes the roles and relationships of the Florida Electronic Library and its component parts. This document is in a matrix form with each agency or position named along with roles defined. Roles include planning, budgeting, governing, decision-making, reporting lines, problem solving, advisory process, policies and procedures, and communication.

FEL components are administered according to policies and procedures formulated and adopted by the State Librarian of Florida in consultation with the State Library and Archives staff, the various councils, strategic members of the library community. They also can be administered according to documents as mentioned in a grant, service agreement, grant related material on file or documents that are approved by the State Library and Archives and define specific entity or participation component or a contract or a grant. FEL components will have a single point of contact that will be the Executive Director of the FEL or appointee of the Executive Director with the concurrence of the State Librarian. The documents discuss the specific responsibilities that the point of contact will assume. This person will serve as the coordinator of that particular component and provide reports of the status of that particular component as appropriate, and show participation in state holders and working groups.

The following changes and additions were recommended:

State Librarian convenes meetings of the Florida Library Network Council and Chairs the Council whenever it meets.

Director of the FEL has primary responsibility for operational decisions relating to all aspects of the FEL.

Under “Advisory Processes”, to acknowledge that the Director of the FEL takes an advisory role in the LSTA review process providing technical assistance in the review of grants relating to component parts of the FEL.

Under “FLNC”, to amend the Communication role in order to acknowledge a formal reporting responsibility to stakeholders about FLNC activities.

Council Action: A motion was made to accept all the changes in the documents as amended. The motion was carried.

Loretta Flowers brought to the council a proposal for a process whereby the Network Council would read and comment on LSTA applications that seek participation as a component of the Florida Electronic Library.

Loretta provided an overview of how the LSTA application review and award process works. An added step was proposed that would allow the FLNC to comment on FEL related projects.

1. After applications are received at the Division of Library and Information Services and undergo the technical review in the Grants Office, the Grants Office will look at the proposal to determine if it has potential for being part of the Florida Electronic Library.
2. Applications that have parts of FEL added will be copied and the Grants office will send them out to Network Council.
3. The Network Council will then review these proposals and provide comments or assessment as to appropriateness of the project being part of the FEL, using the proposed comment form.

The proposed LSTA comment form also provides criteria for assessment. The first criterion seeks to determine if the project fits the goals or the intent of FEL. The second criterion seeks to determine if the project is technically feasible. The next criterion addresses if there are aspects of the project that will limit public access to the resources being provided.

After the proposals have been reviewed by the Council, there will be a conference call to discuss the individual project and to come to consensus about the effectiveness of the program in meeting goals and objectives of the FEL. A consensus review document will be provided to the LSTA Council to be used in LSTA review deliberations.

Council Action: Recommendations were made to approve the LSTA comment sheet and review process.

Public Library Prototype Portal Project Presentation (MetaLib/SFX).

According to the plan, the portal or centralized online gateway, is the unifying point of access to the variety of online electronic resources that are available through the Florida Electronic Library, including a statewide union catalog, licensed databases, locally-created and/or locally-hosted databases, state and local government resources and educational resources.

The current plan for the Florida Electronic Library provides only basic information and strategies regarding how a portal and search engine for the Florida Electronic Library will be implemented. The review and assessment of a “proof of concept” pilot project is an important first step in eventually developing an implementation strategy that meets users’ needs and demonstrates that the technology is scalable and sustainable.

In the upcoming year, the Florida Division of Library and Information Services will begin development of the Florida Library portal through a one-year trial implementation of a search

engine developed by the library automation vendor Ex Libris. The product, called MetaLib/SFX, will be implemented in a test production environment made up of ten Florida public libraries. (MetaLib/SFX is also the software chosen by FCLA and CCLA for creating library portals for the State University Libraries and Community College Libraries.)

The implementation of a search engine in a limited pilot phase and evaluation is a Phase I effort. If successful, Phase II will operationalize the pilot findings into a fully implemented library portal as part of the Florida Electronic Library program. The pilot phase will begin in late March, 2004 and conclude by October, 2004.

Pilot Project Overview

The Phase I pilot project will be carried out by Ex Libris, North America, Inc. under the direction of the Florida Electronic Library program, Florida Division of Library and Information Services. The program will conduct a one-year trial implementation of MetaLib/SFX to demonstrate the proof of concept of the Florida Electronic Library Portal and to test the Ex Libris software in a production environment. The pilot implementation will allow Ex Libris to demonstrate the refinement of MetaLib/SFX to meet Florida Electronic Library Portal requirements on a limited basis involving ten Florida public libraries. The Florida library portal will be hosted by Ex Libris using an “Application Service Provider” model.

The Division of Library and Information Services will host a Portal Implementation Working Group made up of representatives from participating libraries that will work with Ex Libris to define the basic functionality of the Portal, to assist in resource identification and configuration, and, at a minimal level, assist in some customization at the individual library level.

The primary searchable resources for the pilot will include database products from the Gale Group and OCLC FirstSearch, as well as bibliographic databases of participating libraries. In addition, concurrent with this project, Florida will be developing a searchable union catalog for Florida digital collections. The Florida Digital Collections Catalog will also be a searchable resource when it becomes available.

It is essential that the development of the Florida Electronic Library draw upon the existing knowledge, experience, and lessons learned from other implementations of MetaLib/SFX. There is a wealth of information and experience available from Ex Libris, as well as the current implementation of MetaLib/SFX undertaken by the Florida Center for Library Automation (FCLA) and the College Center for Library Automation (CCLA). Whereas the focus of the pilot project is on public library participation in a Florida library portal, state-wide implementation assumes that the use of the portal would be incremental to the State University and/or community college MetaLib/SFX implementations. Demonstrating interoperability among the three instances of MetaLib/SFX is also a goal for this project.

Minimum requirements for participation are:

- A participating institution must have a library management system that can serve as a target using Z39.50 linking technology.

- The institution must be participating in offering access to databases provided by the Gale Group, Inc. and OCLC's FirstSearch as licensed by the State of Florida on behalf of Florida's public libraries.
- The institution should have some additional licensed electronic resources.
- The participating site must agree to assign one or more staff member(s) as technical and administrative contact person(s) and to participate in conference calls, project planning meetings, and training. Travel expenses, when incurred, will be paid for by the program based upon State of Florida travel regulations.
- The library will also be asked during the course of the pilot to participate in user surveys and other evaluation activities. When the portal becomes operational, the participating site will agree to make it available to public service staff and to participate in information gathering about the functionality and usability of the portal.

Evaluation

As part of this pilot project, the Division of Library and Information Services also seeks to identify and develop preliminary evaluation criteria for the portal service of the Florida Electronic Library. As part of the evaluation, an independent team will undertake functionality and usability testing and make recommendations to the Division of Library and Information Services regarding the degree to which the pilot project has:

- Developed technology and services that support the resource sharing goals of the evolving Florida Electronic Library, and
- Implemented technology and services as outlined in *The Florida Virtual Library: Plan for Statewide Implementation and Assessment Criteria and Guidelines for Selected Projects Related to the Florida Electronic Library*, and
- Identified the cost for scaling the portal statewide and maintaining ongoing operations.

These objectives for the project may be refined as the project progresses.

A report on the outcome of the pilot project will be provided at the next meeting of the Council.

Measures and statistics to assess the FEL

Mark took up a review of a document *Measures and Statistics to Assess the Florida Electronic Library (FEL)*.

Prepared by the Information Use Management and Policy Institute, under the directorship of Charles McClure and associate director, John Bertot, this document sets out a plan for data collection necessary to assess the Florida Electronic Library. The Institute is seeking comment on this document.

This sets the next phase that we want to do for an evaluation, which is to come up with a system to collect this data and do the actual activities that are listed on the document. This document also calls for another working group that will come together and provide a recommendation for creating a data collection process and evaluation database.

After review, a recommendation was made for McClure to consider the cost of data collection as a factor when determining the final data collection process. There are data sources named that could prove very costly to obtain and analyze, while providing minimal information, e.g. analysis of library Web server logs.

The Council was invited to forward other comments to McClure and Bertot.

Review of proposed 2004-2005 LSTA Program Budget for the Florida Electronic Library

The budget document is a program that compares the next proposed LSTA grant to what is currently budgeted. These are all federal LSTA dollars and do not represent matching funds contributed "in kind" to these programs.

A discussion ensued regarding strategy and timing for a possible state legislative budget initiative that would move the recurring operating costs for the Florida Electronic Library off of dependence on LSTA funding.

The Council also stressed the importance of the development of promotional materials (flyers, bookmarks, and other collateral marketing materials) in order to make the program better known.

Conference Call

A conference call will be held in March so that the Network Council may comment on and make recommendations regarding proposed LSTA applications that address FEL components.

The Meeting Adjourned at 4:00 pm.