

**Florida Library Network Council**  
**Minutes**  
**May 22, 2002**  
**Tallahassee, Florida**

The following council members were in attendance: Barratt Wilkins (State Librarian), Barry Baker (Florida Library Network Council), John Callahan (Florida Library Network Council), Danny Hales (Florida Library Network Council), Sims Kline (Florida Library Network Council), Richard Madaus (Florida Library Network Council and Virtual Library Steering Committee), Tom Sloan (Florida Library Network Council and Virtual Library Steering Committee), Jim Corey (Virtual Library Steering Committee), Judi Ring (Assistant State Librarian), and Sandra Ulm (Florida Library Network Council. Others in attendance were Diane Solomon, Executive Director, Tampa Bay Library Consortium, Mark Flynn, Dan Lhotka, and Sondra Taylor-Furbee (State Library), and Pat Allen.

**Call to Order**

Barratt Wilkins called the meeting to order at 10:00 am.

**Welcome and Introductions**

Mr. Wilkins welcomed all members and guests, giving a special welcome to Diane Solomon, Executive Director, Tampa Bay Library Consortium and James Corey, Director, Florida Center for Library Automation.

**THE FLORIDA VIRTUAL LIBRARY PLAN**

Diane Solomon and Jim Corey helped develop the Florida Virtual Library Draft Plan. The subcommittee met several times beginning last fall. The key people that were part of the subcommittee were Richard Madaus, Diane Solomon, Tom Sloan, Joe Stines and Jim Corey.

The result of that planning--The Florida Virtual Library, Draft #3. Mr. Wilkins introduced Pat McClintock, RMG Consultants who contracted to help develop a plan for implementing statewide virtual library service.

Mr. McClintock discussed the plan at length. He pointed out that the present time there are about 10 or 11 states with various components of the plan. Florida could be the first to have all the components in place. He did a "high level" walk-through of the documents. The process began in January and much data has been collected. All this data did was demonstrate how widespread technology implementation is but how uneven throughout the state. There was not sufficient data to indicate the reasons for this. Availability of resources, local choices, local options are probably some of the reasons. Among the points discussed were:

The conclusive summary of the data indicates the state is well prepared for implementation of the Florida Virtual Library with the existing technology and existing infrastructure. Things will have to be done at some libraries to get them up to the minimum level. The meetings have provided good direction and guidance to him in the preparation of this document.

That the point to get comment and feedback and make a decision on how close this document is to issuance to the library community of the state. Need to develop a strategy for how to present to librarians throughout the state,

Mr. McClintock went over the document section by section. Beginning with the Executive Summary.

Several suggestions as to what the executive summary might be. Should it be a stand-alone document that summarizes or maybe a high level points of action. Right now it has some high level recommendations.

- Need to move forward immediately.
- Funding needs to be established for implementation.
- Projects and processes for implementation need to be defined
- Prioritization of scheduling of implementation
- Policies and procedures that are going to be required or affected by the role Out of the specific statewide policies.
- Web portal must be done first.
- Take advantage of opportunity to build a statewide standard for ILL system.
- Need to build consensus and define a policy on statewide database licensing.
- Policies need to be built now.

#### KEY COMPONENTS OF VIRTUAL LIBRARY

- Web based portal. Interface to search for and retrieve information, It actually has a search component that allows you to search a number of different resources. Many resources may be accessed and searched through portals. Most portals do not address this. They do not have a search component.

- An opportunity here to really set standards, that not only allow access to resources but search capabilities.
- Most states are doing something but nobody is doing it all. Some states are planning at this level. There are two other states that are planning on implementation at all levels.
- Timing is going to be a problem too. Will have to space implementation out over a period of time.
- Part of the determination of the time frame will be the funding.
- How much does everybody have on their plate and who will be responsible for implementation and how do you do this in a timely manner and make sure it is stable and workable before you start rolling it out. .
- Stability and sustainability
- License database component may actually be in place first. There are ways to provide access to any statewide licensees database product without a portal and roll it into the portal when it is implemented.
- Union catalog of the holdings of Florida libraries. Much discussion among the planning team union catalogs versus virtual. Everyone was finally in agreement that a virtual union catalog despite all its shortcomings and it is not the perfect implementation but it is more realistic to do in the State of Florida. Just the sheer scope and number of records required to be put into the catalog makes it problematic.

Mr. Wilkins informed the committee that Doug Potts of OCLC is willing to bear the cost and arrange a pilot for the Florida union catalog to test the viability of using a subset of world cat having all Florida holdings mounted in an Oracle database potential model for Florida's virtual catalog. Would incorporate Z39.50 searching capabilities to determine holdings and shelf status for library materials. They would like us to put together a group to work with them. OCLC will bear the cost if we would pilot it.

Mr. McClintock answered a question from Mr. Baker regarding the new standards that supercede Z39.50 profile.

The bath profile is actually going to be US National Profile here in the US. It is really a model implementation of Z39.50 within the library community. It is like AACR2 is to Mark-defines the rules and how you use it. Will be the protocol that is used for computer to computer search

and retrieval. The US National profile will be instruction to the local libraries and vendors as to how Z39.50 protocols will be used and implemented in order to retrieve consistent results when you do a search of target servers.

NCIP is a circulation system like protocol that is to be used in conjunction with tools like Z39.50 to retrieve results from local systems regarding circulation items status or patron status. All these pieces will be used in conjunction with the union catalog.

OCLC is the union catalog for the state because there are so many records from state libraries in OCLC. OCLC would represent a substantial part of the record holdings in Florida libraries. Even if OCLC can put up a union catalog of all Florida OCLC records, there are a lot of other records that are not in OCLC. They would just be one piece of the virtual library. You would still need to connect to other systems to query or retrieve results from libraries whose holding are not in OCLC.

Mr. Sloan Do you have any idea of how many records are not in OCLC..

Mr. Mc Clintock there are a lot of school libraries that are not in OCLC. The schools are a secondary piece of this because we really don't know how the rollout of this virtual library will affect school libraries directly. We know that in many cases the students are public library users also. Therefore they have access to a lot of its resources. How school libraries are going to fit into this is in terms of their systems being targets for search and retrieval & circulation protocol. We will get this out, implement it for libraries who have expressed an interest and who responded to the survey and a lot of school did indeed respond. We saw that they're a lot of uneven results from the school libraries. Basically it seems that schools that are organized at the district level for library technology are in a better position than schools that have individual library technology. There may be some schools that are active participants from the beginning in the largest school districts. Others can be picked up as the project progresses.

Mr. Wilkins most of the major libraries in the state are represented to some extent in OCLC. I mean from the beginning - 1973. Schools will be the major large element that is out.

Mark Flynn one of the advantage of this pilot project is we would be able to do some counts. You would really be able to look at some numbers that have always been problematic through OCLC reports.

Mr. Wilkins I think the issues as the community college, large public libraries, medium public libraries and cooperatives that did accept a FLIN grants. There are at least 250 members of SOLINET/OCLC here in Florida. Many of those were helped with retrospective conversion grants to help bring their libraries holdings into OCLC.

I would say a substantial percentage of libraries are in OCLC.

I was asking because I was thinking that there was a manageable per-centage and there was some way that the subset OCLC records could be useable. How would be go about getting those other records not in OCLC into OCLC. The level of effort required to get them in might not be worth what it would cost to do it.

Ms. Solomon indicated another concern is maintenance. At best many of the libraries do holdings once a year and there are many large libraries that do not maintain their database as well as they could. OCLC is not currently working on shelf product. We are their guinea pigs to things that in some cases we are already ahead of.

Pat OCLC is saying we will connect every local server, every target server. Who is going to set all their relationships up and who is going to manage all that. It is doing the same thing the virtual library union catalog will do also. You are adding another layer that is doing the same thing.

The strategic plan does not say implement this specific project a certain way. There will be certain processes required for each component to look at the products, marketplace, lets buy what is best for Florida and implement that. We are not picking any horses today. If the OCLC solution turns out to be the best way to do it, by all means do it.

Mr. Sloan I think you did capture the virtual union catalog component of the report, tou did capture just what you said and it is there in writing because what you said that there are still many possible ways to do it. There are still many possible vendors.

Who knows what the future is going to bring there might be something next year that blows everything else out of the water.

Pat The next key component is the ILL system. A standard system that will be accessible from any library. Would inter-operate with the union catalog. The results from the search of the union catalog could then be coordinated with the searching and requesting capabilities of the ILL system. These pieces would have to work very closely together and it may be best when you begin to look at these to consider the same vendor for the union catalog gateway and the ILL system.

The statewide borrowers card. This is in here to satisfy political requirements. It is not a big technological component in itself. This will help sell the concept of the Florida Virtual Library program to political representatives.

Will the card be a physical card? Through the use of the other tools we can have the concept of the virtual card? That seems to be acceptable to everybody. There are a lot of problems in having a statewide card. You would need consistent bar code patron identification numbers,

maintain a huge database. Rather than trying to create one centralized patron database for the entire state, it was thought we would create a virtual borrower card that requires one component. The user must be registered borrower somewhere at some library. That is the basis for the relationship. The home library can then in turn speak for or represent the status of that patron to other libraries. The patron could be physically in that library or using the state ILL system to borrow something but there has to be a record of that patron somewhere. We really didn't mandate how this would work. There are a lot of policy questions to be addressed here. You must have a decision about where the business relationship is -- is it going to be between the patron and a library or between the lending library and home library of the patron. Is the home library going to be responsible at some level? It is a virtual card. You do not have to issue new cards to people. If they are registered somewhere at a library and you can get their status, that is how you would achieve a statewide borrower's card.

## **THE STRATEGIC GOALS OF THE STATEWIDE LICENSE DATABASE**

Pat discussed the five major goal of the Florida Virtual Library.

Which products are going to offer the most to the greatest number of users in the state.

Negotiate the licenses for the products and get them in place.

Licensed databases will be available through multiple access points.

Must provide access for all libraries

Link on each local library's web site

## **POINTS OF DISCUSSION**

Consistent bar codes

Patron database

Virtual card

Set standards

Fund project

Virtual does not replace standard library service

## **GOALS FOR THE PORTALS.**

Implement a portal product. All the stuff that needs to go around it--the website and the user interface. It is important to know that if you are going to do a website it has to be good. You can't put it out there and never change it. Continue to attract users.

Decide what content is going to be accessible by the portal. As new resources are available, as tools become available, the environment will be changing.

## **GOALS FOR THE VIRTUAL UNION CATALOG**

May say more trouble than it is worth and focus on other activities. Implement it as a component of the portal. Normalize the target databases.

## **GOALS FOR ILL**

To implement a standard management system, make sure it works with the portal and union catalog. Provide for delivery of both physical and electronic materials.

Statewide policy and procedures. Make borrowers card a function of the union catalog and ILL system.

Goals for local digital content to support standards for digital content creation access to that content. To identify existing digital resources already out there in state and provide access to them, identify potential digital projects to be converted to digital project.

This anticipates the next big wave of content creation. Libraries are not content creators as much as aggregators.

The remainder of the document are details that flesh out the concepts we discovered in the executive summary. Does the executive summary need to do more than it currently does?

Most important item in Introduction: visual library does not replace the traditional library. It uses technology as a tool to provide more services/different services and access to information.

Mr. Wilkins The policy people will want to know, "can private enterprise do this better and cheaper?" Unless we clearly state what people at the state level and give it to the Technology Office and say we can partner with private enterprise and they will pay for it.

Pat There is no unified technology plan in Florida. The Florida Virtual Library is not another web search engine with links to other sites.

Mr. Wilkins unless we have answers to these questions they will jump to conclusions.

Tom Sloan      it is written well for the brary community. We need a different document with different perspective for those outside the library community. There are many things in here that would not be of importance to the outside community's perspective. A totally different document would be circulated using the knowledge of Tallahassee and the political establishment here.

Jim Corey      A few more qualifiery are needed.

Pat      you can use web search engines to search web content but this is not web content. Library catalogs you cannot search that with conventional methods. Web search engines are good for only html content. Web search engines are only good for about 20% of what is on the web.

Pat      Discussion of cost estimates. Typical cost are scaled up and generally include one time costs. Itemized costs.

Timeframe of Implementation - originally 5 years. Can't roll out one at a time. It will be hard to separate. The sooner everything can be wrapped up and working as a whole will be better. Best to get it up and running over a 2-year period. Planning to begin immediately. Nothing to really roll out until January 2003. Statewide license databases and might be in place and access is provided then. Also at that time you would begin to conduct the procurement processes and planning processes required for implementation so that you will begin portal the third quarter of 2003 and the virtual union catalog and virtual reference in the fourth quarter 2003. ILL would then come up in 2004. Will begin to fund the digital projects in 2004.

Discussion of vision statement. Has been modified somewhat.

- Searching is the critical piece here.
- Users can retrieve information from multiple sources from a single search.

Vision statement will be used as the basis to argue for what this is and why it is a good thing.

Tom Sloan      linking to non-electronic library services is part of our leverage. We have the collection, the millions of items and this will greatly enhance the access to these. But it will be the gateway to access millions, tens of millions of resources that are not available electronically. The most valuable part will be pooling and leveraging all of these resources together.

Pat      what you will be accessing electronically is the description and location of these resources not the resources.

Sims Kline      the virtual library bridges the two libraries-the virtual and the traditional as no other resource can. This provides both of those libraries

Danny Hales Important point to be made: huge collections the taxpayers have invested in with their tax dollars sitting there and they will have access to all these resources.

Pat vision statement really needs to reflect the thinking of this group you must sell on basis of the vision. Add a wide range of electronic information resources, access to significant print resources. Work in as a phrase.

Sims Kline Is the Florida virtual library a wide range or access to a wide range of electronic information? It is itself a resources on the screen you will see a vast amount of information and it also goes to yet other resources. So it is both.

License databases

Pat Survey has been on databases there is an assessment going on now of the products.

Tom If we license with certain IP range or whatever that will really limit the ability of local integration of these databases into local databases.

Pat Critical factor in licensing databases implementation is the statewide licenses. Provide access to those libraries that do not have access to any database. You do not want to be prescriptive in how you provide access to end-users.

Kline the user will see the virtual library the same way whether at home or the library? Will access be the same?

Pat it will be the same because it is just a web site.

Kiln it will be available for the end user at the end users location?

Barry The user might use his own library portal and for whose whoops library does not have a portal, they will use the state portal. The publicity will be directed toward the state portal. Your person might know more about the state portal than those of their own library.

Pat Steering Committee envisioned the local libraries having a "hot link" on their web page to the state portal. Expect more remote users outside libraries using the virtual portal.

Tom Licenses were going to be provided for all Floridians.

Pat That is the intent--to license statewide.

Tom the discussion we had at the last meeting was it would be unlikely that they will be licenses for all Floridians. Is the project that will be funded in this first round of databases is it for all Floridians. Or will it be for public libraries.

Pat the intent is negotiates licenses that allow all Floridians to access to anybody in Florida-thru their public library.

Tom The current database proposal that is being worked on will it be for 15 for 15-1/2 milliamFloridians and that every library in the state will have authorization to access that database.

Pat the license is going to be negotiated on behalf of the people of the state not libraries. The institutional level is the way the database providers want to negotiate. This database will be licenses for the library to provide direct access to their library patrons.

Mr. Wilkins All the people will have access. It may be through their public library. We are trying to work as a team in Florida.

John Callahan state will pay for the project at least during the initial stages. Libraries will be able to free up money for other things. Libraries can re-purpose money.

Pat The only difficulty I see will be if you have to query their local system when a patron wishes to use system.

The license says 15 million people in Florida. How do vendors know if the patron is a Floridian?

Tom Sloan On Table 2-2, page 2-3 says Goal 2, Obi 1 reduces subscription prices for individual libraries-we are saying all types of libraries school, Univ. of Miami and everyone, is that what we are saying? What are we saying there--some libraries already subscribing to a statewide license product won't have to pay for that.

Need to combine #1 and #2 . In this case we are talking about if you have it or if you don't have it. In both cases are we talking that these licenses, if you are the Univ. of Miami and you subscribe to theses 3 databases that the state is licensing, they will be included in that licensing agreement. Are we talking all libraries or public and higher education libraries.

Mr. Wilkins right now we are working on public and higher education. That is something we are going ahead with. It is to see how we can do things. It will probably exactly what you say.

Pat this is something we are trying to achieve. You are not committing yourself to anything.

Mr. Wilkins this is going to be real important to get the portal thing off the ground immediately, don't you think?

We need to put together a task force on portal selection.

The group all agreed that indeed needed to be done ASAP.

## **VIRTUAL UNION CATALOG**

Pat Tools are available to use the union catalog-you may not use the Z34.50 as the protocol. It may be one way but there may be other ways to do it. The key thing is normalizing the target server so that you consistent results.

Libraries with local online systems may need to do something with their servers to get in compliance and redo database access.

Tom Sloan I hope some of the staffing you have built in here, that part of their job will be to provide technical assistance. We need to say that upfront. If there is technical support assistance at that level and the next level --as long as people know there is help and assistance they are a lot more able and willing. Time and expertise are the issue.

Danny Hales I am not as concerned about the money as the expertise and staff out in the field to get it done. Two years is very ambitious. Or sources to say send somebody out and we will pay for it.

Unknown I am not sure I would send them out anywhere. Most of this stuff can be handled without having to send them out.

Diane Most of our trouble shooting has been related to Z39.50 talking with people who are implementing their Z39.50. We have not gone out more than once to any one library. Their assistance people are able to cope with the problems.

## **LOCAL DIGITAL CONTENT**

This is not a true technology piece of the Florida Virtual Library piece but a CONTENT piece. It is in here because it is the future and an opportunity to set some standards for how it is going to be done so there is consistency throughout the state. It is a good starting point.

Local digital collections are a good starting point and a means of keeping chaos from getting a foothold. If you set standards and use grants as a way to get people to comply with the standard. That is a valuable resource. Everybody has pretty much the same resource but all this unique stuff out there that are candidates for digitalization --that is a real valuable resource and can only increase in value.

People are already starting to do this. There are probably 100 projects out there that people do not even know about. It is important to find out what is going on and set some priorities

Pat Technologies described in section 3 are a lot of technical detail about the various components.

On page 3-8, section 3.4 People are putting a lot of hope in the capabilities of NCIP which is not a finalized standard yet. There are some hard things to deal with, services that need authenticated. Access and interlibrary loan may be two of them It is not going to be a magic beam. It will do good for some things and not others. It has the potential in concept to provide some services through the Florida Virtual Library that will require some validation of the user.

3.5 this was added based on a discussion at the last meeting of the steering committee. There is at least one virtual reference implementation in the state and possibly will be requests for funding several more. There are a number of evolving products to provide virtual reference and different libraries use it for different purposes. Should not be viewed as a way to replace local reference services.

ASERL decided to step back and look at practices rather than going out and buying a product and also the market is shaking out.

Pat a good tool for a user who has a specialized need to a specific resource.

Mark if you have a core collection of electronic resources the virtual reference side allows you a human being that will assist you in using these resources. Could have an impact on how well your databases are used.

## IMPLEMENTATION ISSUES

Pat who will be responsible to make some decision and appoint the teams of people who will be responsible for specific projects.

It makes sense for the Network Council in cooperation with the DLIS to make the administrative and planning decisions about the Florida Virtual Library.

It is important that planning be centralized and everything is coordinated.

Working groups will be in four different areas

### **Tactical Planning**

Define the project

Time frames

Specific tasks

### **Procurement process**

**Implementation** - pick a specific product teams will have to work with vendor for implementation

**Adoption of standards**

Developing policies

Establish teams/committees - some permanent committees that look at things on an ongoing basis or teams for a specific project or pieces of a specific project.

A lot of work required and will draw on a lot of resources throughout the state.

Staff will be required. Concept added of three positions as project administrative team  
Project Administrator - lead person - lead person expected to know all that is going on and coordinate all processes.

Training Coordinator - responsible for making sure that all training is developed

Technology Support Coordinator - probably need to contract a lot of the support out

2 full time support positions to assist in implementation to deal with helping libraries, with connectivity issues.

What will be the scope and coverage of the help desk.

How much support do these applications need beside the basic hardware/software services.

**TRAINING IS ANOTHER CRITICAL COMPONENT**

How much will be needed on some or all the pieces. Vendors will train some people in the use of it. Training will have to be done by the local library. Some type of orientation for all the libraries in the state about the Florida Virtual Library.

Until you choose specific projects you do not know what help will be available.

Mark Gates Foundation support ends March 2003. They have expressed willingness to talk, if states are interested, in re-establishing a similar service in the state. Possibility of a grant to get it up and going. This is something down the road they are looking at as they wind down. This would be another component where public libraries would have access to some help desk type of assistance.

Pat Trouble about outsourcing the help desk--where will they learn about your application? How would they know how to make an ILL system. Vendors of some specific products might provide enough of a resource not to just provide on a statewide basis.

Mr. Wilkins concept is that we need to support the effort--training and support

7 and 9 are the same but we want them separated out.

Pat physical location somewhere--where there is existing library technology

Requirement to create public awareness

Design component s part of the public awareness.

This concludes the overview of the consultant.

Mr. Wilkins we need to discuss the process of communicating the plan to Florida library communities.

Sims well stated, comprehensive, right mix of principles, time line and budget numbers very important in this stage.

A homepage is not a port.

The budget numbers page list big dollar amounts. You do see a lot of round numbers. I think it does look like it has been upscaled.

Statement on 1-2 really excited me Florida Virtual Library is a unifying factor. On 4-1 governance 4.1 words interdependent, complex, single administrative focus, centralized planning. Refers to DLIS and Network Council. You will not find legislature., State Technology Office. Even at this level there are a few librarians that are not clear that there is a State Technology Office. They seem to be key players in this. We need to somehow wrap them into this document. This is important in selling the concept to funders.

Richard Our concern is that we not be identified as a technology project because we have a defensive position there in terms of our expenditures. From CCLA 's perspective what the State Technology Office is trying to do is to consolidate data processing activities. We do not consider ourselves either technology or data processing. We consider ourselves a library service that has technological components in a service environment.

Sims 2-4 goal 3, obj 4 reference folks --determining content. Somewhere in the plan we need to wrap ourselves in education and library services cloak. Here in this fairly specific thing do you mean what state agencies.

Pat whoever has public available content that can be searched

Sims Vision statement - wondered 1-1 introduction that has some of the concepts that the vision statement has. Vision statement should come up front even function as a front piece. Editorial change.

Multi-lingual support - means several approaches - template type screens, help screens, multiple language version of this. Do on the fly translations.,

Virtual reference concept - if one of the outcomes of it is a group of people working 24-7 reference librarians. Do not have to be geographical located just link them up--across time zones and regions to provide coverage.

Parallelism of report p 2 - 5 virtual library components followed on p 3 - 5 overall strategic goals. The local digital content which is just one element of components characterized it as the future. Because so much is already there it is a jump start to this thing with low cost. Pulling out and making one of 5 goals.

Jim question of audience - should go out with cover letter explaining that it is just for library community and that is why those terms legislature, technology office do not appear in this particular document. Just librarian talking to other librarians. After consensus there would be different documents prepared for legislative advocacy.

We started this by hiring a consultant to write a plan to present to the technology office.

#### Training and Support

How much? How much local libraries/users?

Vendors

Sims excellent plan, well stated, comprehensive,

Richard Wrap us in education component not technology. A library with a technology component.

Sims Vision statement in executive summary

Corey Document will need a cover letter explaining it is for librarians only. After consensus, there will be other documents created to address different viewpoints.

Mr. Wilkins ASAP money is available  
No statutory basis  
Set up task force/staff/project director  
Work through grants not budget item  
Fiscal agent needed and can be filled with support from a grant  
Possible fiscal agents - DOE, FCLA, TCC

After election in November there will be budget cuts. Will have to rely on LSTA dollars

## POINTS OF ASSISTANCE IN PROMOTIONS

Letter from Laura Bush

Stress the costs would be 57 cents per year per each Floridians

After 30 day review period by librarians, we will need another meeting of this group to approve the final document.

Sloan Need a facilitator to meet locally and to arrange regional meetings.

Danny Hire administrator before October.

Judi Ring and Sondra Taylor-Furbee were requested to draft a cover letter to accompany draft to librarians.

Sloan draft should be on DLIS website with hot links.

## DISCUSSION OF OCLC'S OFFER FOR A PILOT PROJECT

Transaction costs for OCLC very high

Mark: committee to talk to OCLC and get more facts give report in 30 days at next meeting. Make them clarify proposal.

Danny Hales, Tom Sloan and Jim Corey were appointed to this committee.

I think we clearly see them as a player.

Mr. Wilkins Is there any other discussions of the Plan? The questions is can you get us these changes pretty quickly?

Mr. Wilkins The Executive Summary and Introduction some tweeking done there.

Specific phrase access to resources. Is that agreeable to everybody. If you will just put a little phrase in there --access to ---resources

You know the general idea of what we want in there.

Any other questions.

Barry We talked about training and support

Mr. Wilkins As soon as the money becomes available we will begin. I want to avoid the problems we had before. In trying to move anything toward a statutory basis of governance.

The Florida Library Network Council as the governing body or the oversight body. I don't want to get into those fights about who is going to get in on it.

Secondly while we want to set up some task forces to do the portals, policies and procedures. The most important thing to me is to get a staff director. Where they can start doing a lot of these things to get things done. It is just a big job and can I guess then come as to how we are going to do that. I think that I heard from at least the Steering Committee that indicated that person needs to be in Tallahassee at the state level. I don't know exactly how we are going to do it. It appears that we may be kept to kind of a continuation budget request as far as the DLIS is concerned as we move under the governor. We will not have this as an entity in our legislative budget request. Therefore we will have to do things through grants. Through entities that can hide these things and that is where I see us moving. Just exactly how that is going to be handled I don't know.

F Barratt I think that was done very successfully with getting us the statewide ground deliver. That is one possible way to do it.

Mr. Wilkins Oh, it will be done similarly

M Are the issues deciding what institutional host.

Mr. Wilkins The fiscal agent. That is what I was talking about. You all are going to be the oversight group in this thing.

M So whoever this fiscal agent-institution will be expected to create the position and fill it.

From money that we would grant. There would be a subgroup of us to interview the candidates. There will be a formal advertisement and the subgroup will decide who that person is. Therefore, I don't know if we want to get the whole team together but I do think we need a project director very soon.

M Would we also be looking for the fiscal agency to also be the place or the agency where the hardware will be located.

Mr. Wilkins I don't know. That is another issue we have not gotten to. Not necessarily.

M Is it obvious to you Barratt that one of the entities could be one of the multitype cooperatives?

Mr. Wilkins No, because they are not here in Tallahassee.

F You feel that it has to be in Tallahassee?

Mr. Wilkins Yes.

M I think it has to be in Tallahassee because I think it has to be able to attend meetings of the State Technology Office and I don't think we can stand three and one half hour trips.

M Is there an existing non-profit or could there be one created.

Mr. Wilkins No it will not be created.

M Could one of the MLC's have somebody like that and not require them to be physically.

M The ability to be successful in Tallahassee and the State Library which is going to be the key funders of this. Think about that person trying to get an appointment. They will need to have as part of their baggage some credentials or credibility, some inside opportunities to get inside the door to be successful and make this project happen. I think it needs to be a highly recognized library Tallahassee based organization to make this happen in an efficient manner. You got the money, you got the project, you can go anywhere. This is going to be beating the pavement, putting the money together. Trying to build support for this. Answering questions from all kinds of people in the state. From legislators to library groups and other groups. At that level of start up and building you must have somebody on the ground here to make that happen.

Mr. Wilkins. I can see 2 entities like that. Either the dept. of Education or I can see CCLA. Those are the two entities I see at the moment to be the fiscal agent for this.,

M Actually it would be the community college itself. This will really be to ask the Florida Library Association to open a Tallahassee office .

Mr. Wilkins That is beyond my comprehension.

M I think one of the advantages of CCLA is that the person is immersed in a technology organization.

M In the library community is what we need to try to distinguish is that this is a person who will have a state-of-the-art technology enviroment to be successful.

The person could work at the State Library in terms of position. The advantage of CCLA is they are going to really immersed in that library service technology environment.

Mr. Wilkins It will have to be separate from CCA in essence. It can be in that component. Not a part of CCLA. It's got to be the Florida Library Network.

M It has to be a separate organization whatever organization it ends up with.

M You want it to be so that everyone has a part in it. So it needs to be a separate organization.

Mr. Wilkins Basically we will just use TCC as our fiscal agent. Which is what we are doing now for databases .

Madaus We have grants from the State Library and we also transfer SUS money doing a banking function.

M Why can't the State Library do it?

Mr. Wilkins Because it is in our grants category. We must go thru an organization. If we have it in our budget it will have to be explained to everybody-OPB, etc., It is much easier to do it as a grant.

M The administrative duties, such as recording persons leave administrative reporting would be part of the fiscal package. The day to day operations would fall within that.

Mr. Wilkins The overall committee would simply be operating setting policy, setting directions, setting up the committees to work the task forces, the portal selection group, policies, staff.

M Will the money have some administrative overhead costs?

Mr. Wilkins Oh sure. I am interested in seeing what TCC will charge us now that TK is gone. When the CPD folded we had a 700,000 contract with them to do several projects theyTCC wanted 110% to administer it. CPD only wanted 35%. It is very expensive doing business through grants. First on the agenda at the next meeting.

M Is there money to hire this individual now.

Mr. Wilkins We will look at it. I think there are some monies. We will be creative. Also, it is very clear since we are going in for really what is basically the status quo or continuation budget, In November there will be a budget cut because they over expended the non recurring general revenue. Somebody will have to do some 3 and 4 percent cuts across the

board. That's what I have heard. We will not be getting any state general revenue so we will rely on federal grants. We are moving very rapidly to get LSTA through the house. Indications are they will be moving quickly during the summer. If funding happens at the anticipated figure, we will go from 7M to 14M. If this does not happen this project will take longer because we will have to do it in little pieces. Unless when we move under the governor's office the State Technology Office says lets find a private sector to do this.

M His budget shows on an annual basis the Florida Virtual Library can be given to every citizen in the State of Florida for only 57 cents per year per person. Unlimited searching, unlimited access.

M We could have a letter from Laura Bush telling about how important libraries are.

HOW DO WE WANT TO SELL THIS AND WHAT DO WE WANT TO DO FIRST TO THE LIBRARY COMMUNITY AND SECOND AND WHO DO WE WANT TO HIRE TO GO ABOUT DOING THIS MARKETING EFFORT. WHAT IS THE TIMING OF ALL THIS.

I think timing is going to be very important as to how we do these things.

We need to be able to jump and get into these things quickly. There will be opportunities made available that we will want to jump on. We will even need to make opportunities. One of Loretta's indicated that she had envisioned that after 30-40 day comment period we would have another meeting of this group to officially approve this document as the Plan.

After said comment period, then how do we want to go about talking to the library community about this. I think we all need to be talking in the same vein.

This is going to be the key for us. How are we going to do that.

Loretta suggested a caravan and do some meetings in August around the state. Like we sold the Access for All Plan in 1996.

F August tends to be a month that there are not a lot of people around.

Mr. Wilkins Everybody gets busy in September and then you have the holidays.

F One of the libraries has done one of these mini CD's. It has a 10 minute presentation on it.

Mr. Wilkins you have email addressess of all the libraries. Punch out to them a multi-media message about the virtual library.

what do people think about that. It is better to do in person or best to do

Pat what is the message what are you trying to accomplish. Do you want everybody to stand up and say this is a great idea lets do it.

M Invitation to Comment 30-60 day period

If you wanted to go statewide librarian to librarian you can do that by email. After the plan is adopted how do you get the word out. Why not communicate it virtually. We ought to model it in our communication. Examples of the Virtual Library have something that surprises people. There is all kinds of visual available now. You tease them about what the virtual library components can do. It's all done electronically.

M We need to get the plan approved. A similar committee could be formed to work in this area. Sims would be good. A small working group to bring us back a marketing plan. To create awareness and educate. The focus would be the legislature or the governor?

Mr. Wilkins That's where is get hairy. It is going to be after November. There will be a change in government. We don't know what it will be. January 3 I don't know what is going to happen.

M Regarding the review process. We send out a facilitator to meet locally and gather input from the largest community. I think we do need the MLC to arrange a meeting, we brought them in at the beginning, now we have a plan, we could hire Pat or whoever. To make it a whole process we need to go back and say there will be regional meetings, if you want to meet with the consultant, here are the meetings, come meet him. Lets not measure the success by how many people participate but that it is a process. Then you have the focus groups and you're done. The final draft comes back, get approval and then we are done.

F I think the next step after that is to continue to foster that body and use meetings -- directors meetings, community college library meetings, etc to make sure that there is always a component that talks about the project.

M Building yourselves into existing meetings and agenda. Let me take it to one of my board meetings . Which doesn't get us into the room for that specific purpose.

M communicating information after the final input

Mr. Wilkins don't lose site of the single direction that this is the way we are going.

M Information you just conveyed has changed from the last meeting--previously the buy in was not only to get libraries to accept the idea of participating in the Florida Virtual Library but to help them lobby for funding at the grassroots for state aid to public libraries. What I heard a

couple of minutes ago that at least for a couple of years under the Secretary of State you are not going to be allowed to request this kind . The only hope for the next couple of years is the LSTA increase. If that is the case then, you are not asking the libraries in Florida to lobby just asking them to participate in the project. A different kind of buy in that we had previously talked about.

Mr. Wilkins You are correct. I just don't think that fiscal situation is going to get any better for the next couple of years. You don't know how hard it was just to stay the same. We worked day after day. They are going to do what they are going to do. We worked really hard, but we only stayed the same. According to the April 15 Library Journal that was quite an accomplishment. If you look at other state library agencies. It is hard to work that hard to stay the same.

M Given that we will depend on LSTA for the next couple of years, what is the time frame.

Mr. We will know by October 1. The statewide roll out will be sometime about that time, if we get any money. Who would like to sit in on interview. If we contract with TCC, they usually have a person to sit in on interview teams. A TCC Human Resource team to sit in.

We would want a group of people from this Library Network Council to interview--maybe even the entire group involved. Frankly, I would feel better if we had the whole group. This is a library community issue and I would much rather say everyone was represented.

f If we want buy in from all types of libraries, this is important.

M What time table is involved with LSTA. Do you think you will be able to look at the administrator before October-November?. We will know about LSTA then but the funds will not be available until shortly thereafter, as soon as the budget is signed by the president.

Mr. Wilkins We don't use the money until then usually.

M We would need to put the job up to hire by October/November.

Mr. Wilkin Can we folks at the State Library do looking at job descriptions, virtual library administrators in other states for this group.

M We are looking for administrative project coordination with communications , knowledge of technology.

M Until we get the word about LSTA we need to talk about grants not a grant. There might be other grant opportunities. We want to say up front there is other places that might be available. If we get into multi-language that is another world of grants.

Mr. Wilkins A person who understands about grants and has been successful in getting grants. At least has worked in an agency that has been successful with grants.

We are going to send you out the minutes, if you find we have said what you all have not intended we want you to correct them very quickly.

We also want to have this period of time to comment on these meetings, etc., we are going to have the person hired hopefully.

How are we going to want to do the PR for the legislature and governor?

I really like the 57 cents idea.

BW: What do we want to do?

Diane: What's it going to look like? What are we already doing that is in place that can be integrated?

M: Isn't the "anytime/any where" library already doing this?

Diane: A lot of it. We might want to interview some satisfied customers so they could say, "We'd love to see this go statewide."

BW: It may be that we want to use these federal dollars for the first year or two but then this high-level marketing thing could be rolled out to the Governor and Secretary of Education and they could start looking at some state dollars in the future, which would be consistent with trying to develop the LBR for 2004-05.

M: We know in the Department of Education there has been discussion of the education portal. If this portal has a library component, we assume that we would have an opportunity to play a role. Now that Mr. Lopez is in office, we do not know if he is going to grab ahold of that or not. It may be that if the opportunity arises, is there a desire to go into discussion with DOE to combine federal resources with what they want to do with state dollars. That's a political strategy and we may have to do scenario building with some unknowns.

M: On the front end the money is from LSTA or other grants. We use the first year or two to get it running, to look great then things shake out with the Governor and we go to the Legislature for recurring money to keep going what has been created on the front-end. That's the point of LSTA anyway...right? Set up a project, make it work, make people excited about it, then get it funded. So the timetable actually comports with that whole scenario.

BW: It does. If it's well orchestrated and some people don't go off the deep end at the top. As I mentioned earlier, we need to get this thing off the ground as fast as possible to show progress; otherwise, we may be co-opted.

M: You can have your project administrator, put a blue ribbon around it, this becomes the plan, communicate it and apply some digital resources locally.

Richard: The question becomes with this next generation of plan is: Are we ready to roll it out for comment. Next week is the CCLA Executive Committee meeting, the following week is the FCLA Board meeting, then the Technology Conference is coming up.

BW: Pat will be at the Technology Conference Friday to give an overview of it.

Mark Flynn: We could make the changes tonight; they're minor aren't they? We have PDF here.

Pat: Here's what I heard. I'm going to do the next version, incorporating the changes we talked about, and call it the "Final Draft." That will be submitted to the library community for review and comment. Those comments will come back to the State Library who will make sure that Pat and the Network Council are provided all comments. Then we will make changes, produce a final report and that is the one that you will go out and communicate to the library community.

M: But that communication plan will follow a plan designed by some smaller working group before there is actual major roll-out.

BW: Is that acceptable to everyone?

Pat: So when do you need this final draft? The one to be submitted for comment?

Group: Soon as possible. Next day or two.

Pat: I do not have access to it. I am in town here the next day or two.  
When do you want to distribute the final draft?

[Some discussion about logistics, work stations, and types of word processing software.]

BW: I suspect the final report will be sometime in July. Unless someone feels that is too late. The 30-day comment period will be during the month of June.

BW: Let's be realistic. When can you do it?

M: Early next week it can be mailed out.

Tom: Is there a way to put it on the State Library's web site with a "hot link"? So they can open up the attachment.

BW: Mark, are you getting all that?

Mark: Yes

BW: Based on what we have talked about today, does anyone see any major problems with the library community?

Group: None not already identified.

Sandy: Many of the schools responded to the survey, and they are going to have to see themselves in this. Access to databases benefits all. They are vocal and will respond.

BW: Any problems with the public libraries?

M: The funding issue. The question most will ask is how this impacts me in terms of financial participation. Is this going to eat into existing state aid?

BW: State aid will not be able to be used unless the public libraries say.

M: It is important to get the message straight, so that everyone gets the same message.

M: The first question I will hear is where is the \$8.5 million coming from? How much of that is for public information?

BW: Anything over \$7.6 million.....

M: You may want to state that in the cover letter, because there is not a line in this document saying where that \$8.5 million is coming from. If we don't know, we need to say that.

BW: People may have expectations that it will be state money. I guess I need to say that we will fund this with new money that we will get once new LSTA is authorized.

Barry: You can make it vague enough so that it is not a commitment, but so people have some general idea of what the expectation is.

Diane: That may also provide incentive for people to write letters supporting reauthorization. We may want to mention some of what was on the card from Library Day.

BW: Do you anticipate any problems from the Library Coops? Or state university libraries?

Jim Certain areas will need more information on. How will this interface and affect activities that are on-going, like the digital library, the databases, the borrower's card, inter-library loan, the physical catalog rather than the virtual, etc. Universities have their own constituencies and may question before they buy in.

M: Be prepared to get a lot of technical questions that you may not be able to answer.

BW: We will have to say we do not know and task forces will work on these issues.

M: The make-up of these task forces will be important - based on expertise. Advisory? .How appointed?

BW: That will come from this group.

M: When will the next meeting be held?

BW: Early July with a conference call sooner depending on volume and types of comments.

Sondra: There may be questions about how this relates to the long-range plan and the focus groups. This will become a major part of the plan, one of three goals that will be submitted to LSTA as our plan for Florida libraries.

BW: Within the next day or two, I would like the staff present here, Sondra, Judi and others, to write a cover letter, which we will run past the Network Council.

We will have to go through a procurement process. What do you want me to say to OCLC?

Group: It is premature until decisions are made.

Mark Flynn: They want to do a conference call next week to talk about details. At the end of the call you could request details in writing. They are offering it to Florida at this point, but they may go to Illinois or another state. They have to do this and have turned to Florida because it is large and multi-type and because we ask for a lot of data. There is no obligation.

BW: If there is no obligation or anything binding us...

Tom: But at the point where these projects are ready to roll out, are we going to look at the state- of-the-art at the vendor market with an objective RFP? We are opening the door to start a special relationship with OCLC. Because this is a "choice" project - a major demonstration and vendors will be lining up for this project. I do not want us to get into a situation where OCLC can say they have a year into this project already so they have it locked

up. Let's do it in an open environment and welcome any vendor who wants to develop the project. Regardless of what you think, OCLC is a vendor, and I do not think it is the way to launch this project by only looking at a single vendor.

Pat: I think you have to view this as a preemptive strike by OCLC. They are not looking at Texas or Illinois because they have already decided to do virtual catalogs (?) linking integrated library systems. It is a slippery slope.

M: So is the group saying that they do not want any further information from OCLC? Don't we want to go a little further to see what they've got? Let's get more information on a short-term basis, then decide.

Pat: They are not offering information. They want you to commit. They are offering to create a subset of "World Cat" -They are not at the stage of giving you more information; they are saying "do you want to do it?"

M. They have approached ASCERL the same way and can create a subset of your records, but we were not interested. I agree with Jim that there is no harm as long as they are doing it at their own expense and we do not sign a commitment.

Mark F: It is my understanding that they are trying to test the viability of this approach using Oracle which they are not quite sure of either.

M: So it is a software experiment?

Barratt Wilkins then read the summary of OCLC's initial contact:

"Doug Potts, Senior Library Services Consultant at OCLC, has contacted us to propose a test of a new concept for the Florida Union Catalog. OCLC wants to arrange a pilot for the Catalog to test the viability of using a subset of WorldCat representing all Florida holdings mounted in an Oracle Database as a potential model for Florida's virtual union catalog. The system they are proposing would be live in real time (updates are seen immediately) and would also incorporate a Z39.50 searching capability to determine holdings and shelf status for library materials. Doug has asked that we put together a working group that can be available sometime in the next two weeks to talk via conference call about the design of a pilot project and what information we would need to determine the viability of this concept. OCLC will bear the cost of this project."

Diane: The amount of time at the end of that piece concerns me, where they talk about determining holdings and shelf status. That will require getting involved in the set-up.

Mark F: They introduced that last weekend as part of World Cat First Search. Where you can choose up to seven libraries that already have configured Z39.50 and search for

holdings. They are talking about carving out from the existing World Cat union list Florida holdings, creating a subset, putting it in Oracle and enabling it for a search, and then being able to choose up to 7 sites already preexisting to do a Z39.50. Florida has quite a number more than 7. The test is possible, but they want to know if we would find the information helpful, is there information we want to know; do we think this has potential for a model that we would want to test the viability of it and since we paid to load all the holdings, they feel an obligation to ask for our permission before they create a subset. They have versions of World Cat which are test models, that they used in their R&D. I assume we can ask that the test be closed, and the results available only to us. We could go on-line, see it and decide. Or we could decide to move on to a formal bid process. We have invested millions of dollars in loading holdings, so the question is.....

Diane: With the any where/ any time library, we are now beginning to test the OCLC library of last resort feature. Originally we thought we could use a subset of World Cat. We have learned in implementing it that this is not possible -- OCLC cannot provide it unless they do Oracle. So I have a feeling that they will create that subset, test it as part of this existing Ally cat(?) implementation and will get us further ahead because we can have 7 servers up as soon as it works.

Jim: When you approached them they said they could not do it. Now they are saying let us see if we can.

Diane: That may be part of what they are saying and we need to continue to talk about it.

Pat: Once you start, you are headed down that road. Even though you say you have this subset and that will be one of the targets of the virtual union catalog, you are layering two identical pieces, it's just one talks to everything and one talks to some.

M: Is your objection the non-comprehensibility of these catalog records?

Pat: That isn't as much the issue as how does this fit in with the overall picture of the virtual union catalog? Are they trying to preempt and tell you how it will be done? The question is how to get to non-OCLC libraries. They say you use Z39.50 and query those catalogs directly it's just that they've got X% of all records in one single file but then they don't have holdings information.

OCLC is not creating virtual connections to bibliographic databases, they say go back and talk to the local - remember, with OCLC you do not get holdings, you just get ownership. I think they are looking for a business opportunity here and are trying to short-circuit the process. Just treat them all the same and keep them at arm's length.

M: I agree as to OCLC's intentions, but I don't agree with you as to how easy we are to be pushed around by OCLC. It would be a slippery slope if we did not continue with the parallel

effort with the portal. The virtual union catalog depends on the portal, as do all the commerrail databases. If we don't work on the portal, we not only kill the catalog, we kill all the databases. We would not discontinue our work on the virtual search engine.

M: I think we should put it in writing and make it crystal clear that we have an eject button on this pilot project.

Diane: It would be interesting to test, but I am unsure that I would want to do that unless they were looking at it from the same point of view. I don't think they are. They are looking at it as a replacement. They want it to be a top-down thing, not a grassroots thing. And have all those OCLC charges on everything.

Tom: It's a well established fact that the transaction costs on anything that moves on OCLC is really high.

Pat: If you are going to do it, do so with the knowledge that this is the way you are going to end up doing the virtual union catalog.

Jim: I don't think we have to make the decision this early.

Pat: I think you are. Whether you realize it or not. And you are not going to be able to step back from it very easily.

M: Can we use this as leverage with other vendors?

Pat: I don't think that's too above-board. Because you need to do a formal procurement and treat everyone the same.

John: We need to have a delivery system in place in order to move things around. A catalog without a delivery system is useless. I would be concerned if there was a tremendous increase in volume of materials we wanted to move around the state, would the billing system be able to handle that?

Mark F: I would like to propose a suggested process. That we form a small committee, talk to OCLC, get information about what they are talking about and bring back more informed information to the group. Then we vote the plan up or down, we can deal with this same issue in 30 days.

BW: I would want one person who is totally negative and one positive on such a group.

Pat: I'm not negative. You've got a lot invested in OCLC. I think you are making a commitment, and it will be hard to disengage.

Chair: Is there anyone who wants the test done and believes we can bale out?

Diane: Beth Watson has already been working with OCLC for over a year to get the current activity going, and I would want her on the group.

BW: I would like to have Danny and Tom Sloan and either Barry or Jim (whoever wishes)--OK - Jim. to talk to OCLC with one of my folks and get more information. We have been an OCLC state since 1973 and I have fought many battles to support the international bibliographic database, and we have invested a lot of money. But we are now embarking on a new program, and they are acting as a new vendor. We need to find out what they want to do and are interested in doing. And we may need to be able to cut the cord the moment it appears they are going to co-opt us into a certain way to go. Can you all agree to that?

Mark F: Just clarify the proposal.

M: On a conference call.

BW: We will get these minutes out to you as soon as possible and we will get the cover letter out to you. If you all agree with the plan, we will get it out to you Tuesday of next week