



**Sailor Advisory Committee**  
**SLRC Annex Conference Room, EPFL, Central / SLRC**  
**October 19, 2017**  
**10:15 AM**

Attendance: Michael Gannon, Beth Thoms, Carla Moore, Stuart Ragland, Mike Walsh, Wendy Allen, Darcell Graham, Liz Sundermann, Jim Gillispie  
Virtually: Daria Parry, Thomas Vose, Jennifer Ranck,

**Welcome (Michael Gannon, Chair)**

Call to order

**Approval of Minutes – June 15, 2017**

Liz Sundermann approved, Beth Thoms seconded

**Sailor Quarterly Report (Stuart Ragland)**

Reviewed highlights from the FY 17 Fourth Quarter and Annual Report

<http://www.sailor.lib.md.us/uploadedFiles/sailor/committees/sac/SAC-min-14apr2017.pdf>

- Annual information through June 2017
- Includes Sailor Operations Center expenditures

**MDLIBTECH (Michael Gannon read from report submitted by Jennifer Falkowski)**

“We had our September meeting via BlackBoard Collaborate. We have had individuals call in before but this was the first time we’ve done a complete online meeting. I think it went well. We elected a new president Sara Stephenson from St. Mary’s County and we elected a new Secretary I will help transition them in. We have planned the March 2018 Meeting for online. We will probably hold the June 2018 meeting in person and try to keep on an alternating schedule. We hope to gain more statewide participation by having some online meetings. There will be no December 2017 meeting as we are having the MD Tech Connect Conference on December 8. The subcommittee working on the MD Tech Connect Conference Planning is working well under the leadership on Nikolas Falk of the Universities at Shady Grove. We have also added representatives from special libraries to the planning team. The registration announcement went out earlier this month to MAPLA, mdlibtech, and the staff development lists.

<http://mdtechconnect2017.weebly.com/> We are encouraging the public libraries to register by Nov. 1 after which time we will advertise more widely via the Marylib listserv and SLA. Keynote speaker is Ben Bizzel CEO, Library Market & Director of Technology



and Head of the Creative Team, Craighead County Jonesboro Public Library and we will have both the affinity groups and the tech expo, both of which were received well in previous years.”

#### **SAILOR Network (Mike Walsh)**

- Systems running happily.
- Chestertown upgraded their IP infrastructure and Mike’s group supplied the needed bridge support to reduce downtime.
- Washington County is looking to move to NetworkMD with plans for completion by end of fiscal year.

#### **Relais/MARINA Update** (submitted in writing by Wendy Allen with additional remarks)

“After moving to the new staff portal following the major outage in May, Relais began experiencing issues with slowness and outages. Relais had difficulty diagnosing the issue that was causing this to occur, so they began monitoring systems that were experiencing slowness and outages. Marina libraries provided detailed reports of the issue, including the time it occurred and specifically what tasks staff were performing.

Relais at first speculated that the issues were related to NCIP connectivity, though after observing the system, they found that this was likely not the case. With help from OCLC, they decided to install a new disk drive as they found that one of the disk drives was damaged. They then analyzed the logs and asked us if we continued to experience slowness.

Unfortunately Marina continued to experience issues with slowness after the new disc drive was installed. Relais watched the servers and we reported the errors and times at which these errors occurred. About a week later they decided to install more memory for the disk drive. On August 29 I asked if the issues had improved. I reported that though we do still experience some occasional slowness, the system was working much better than previously. Relais also shared with the Relais listserv that they have made changes to internal logging in the new webpages to help identify when the response time slows down.

As of today, September 15, we have only occasional periods of slowness which do not interfere overly much with the processing of requests.”



- Marina User Group meeting was October 13 with 30 participants.
- Relais maintenance contract is up for renewal at end of January 2018, and Wendy has asked for a Relais for new contract quote in hopes of completing the renew before her retirement. Unfortunately the process is more complicated now that Relais has been acquired by OCLC.

Michael Gannon asked about interest in Marina users going back to see what other options apart from Relais D2D are available. Wendy noted that there is little out there to compare with Relais D2D functionality. .

**State Library Resource Center FY 2017 Expenditure Report and Update** (submitted in writing by Wendy Allen with additional remarks)

“The State Library Resource Center (SLRC) budget for Fiscal Year 2016 was \$10,100,128 including \$2.6 million for Sailor. The attached table reflects how that funding was spent. (page 3 of annual report

<http://www.sailor.lib.md.us/uploadedFiles/sailor/committees/sac/SAC-min-14apr2017.pdf> )

**Major Categories of Expenses:**

Salaries & Benefits accounted for nearly \$6.0 million or 60% of overall costs supporting approximately 104 equivalent full-time positions.

Approximately \$638,000 was spent on Sailor databases (ProQuest and EBSCO) in the first year of a three-year contract at a good price and with enhanced resources.

Another \$1.8 million was spent on Sailor Internet service, telecom costs, maintenance, and infrastructure improvements.

Approximately \$400,000 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 \$618,000 was spent on building maintenance & utilities representing approximately 47% of the total cost (balance of which is paid with City of Baltimore & other funds).



The remaining \$612,000 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.

**Note:**

State SLRC per capita funding increased buy slightly more than 2% last year, eliminating the need for significant cost containment measures of the past. SLRC was able to complete its FY 2017 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, moving, and other preparations connected with the renovation, we were able to maintain service and continue our support of LATI training.

The future outlook for State funding is good with an enhancement of the SLRC per capita funding formula which resulted in a 2% increase in funding for FY 2018. This has allowed for restoration of a portion of the 10% budget reduction from nine years ago. The City budget outlook is not good as it focuses on implementing measures called for in its ten year plan to address its built in budget infrastructure deficit, and newer problems such as the recent Justice Department report on the Police Department and the funding problems in Baltimore City Schools."

- With Wendy's retirement Darcell Graham will serve as Acting Chief of the Collections and Access Services Division.

**SLRC Commission Report (Michael Gannon)**

- **Discussion of MPERL** (Sailor database selection group)
  - Who appoints members to MPERL?  
Library systems assign member.
  - What is the meeting schedule?  
As databases selection is a lengthy process MPERL meeting are usually concentrated in the year before contract renewal. Current database contracts are on a three-year cycle. Contracts now include database access for public school students..
  - Who does group report to?  
Sailor Advisory Committee

**Other Business and Future Meeting Dates**

- No new business
  - Future Meeting Dates: December 14, 2017 (at Annapolis Road Library Operations Center - ARLOC), February 15, 2018, April 26, 2018, June 7, 2018