EE SE Library System

SHAREnet Access

1A. Applicant/Organization(s) Overview

EE SE Library System (ESLS) is one of 17 public library systems organized and operated according to Chapter 43 of the XY Statutes. Founded in 1987, ESLS serves 13 public libraries in Ozaukee and Sheboygan Counties, with a combined population of 185,339. The Manitowoc-Calumet Library System (MCLS), founded in 1977, is also a public library system organized under Chapter 43. MCLS serves 6 public libraries in Manitowoc and Calumet counties, with a population of 108,748. Together, the two library systems stretch along Lake UZ from YZ County in the south to Brown County in the north. ESLS and MCLS and four of their member libraries are establishing an automated consortium designated as SHAREnet (SHoreline Automated Resources Exchange network) to provide an integrated shared library automation network that will also include direct Internet access and electronic databases. SHAREnet will be administered through contracts with ESLS.

The public libraries initially participating in the project are the Cedarburg Public Library; the Manitowoc Public Library; the Lester Public Library, in Two Rivers; and the Plymouth Public Library. The Cedarburg Public Library, a joint library of the City and Town of Cedarburg, is located in southern Ozaukee County. The library serves a combined population of over 16,000 residents. It needs to meet increased demands of a more technologically sophisticated clientele. The Manitowoc Public Library serves over 55,000 residents, and is located in EE Manitowoc County, on the shore of Lake UZ. The library is in the midst of building and moving to a new location within Manitowoc; it will be expected to offer the latest technology and resources when it opens in August of 1998. The Lester Public Library, in Two Rivers, serves a population of 22,000, and is located on the shore of Lake UZ. The library just moved into a new building in July, 1997, and needs to increase its services to meet the increased demand that accompanies a new building. The Plymouth Public Library, located in north-central Sheboygan County, serves over 10,000 patrons. The library needs to completely replace its current library automation software, and add Internet access for the public, as well as increased access to electronic resources.

1B. Problem/Opportunity Definition

This project offers an opportunity for two relatively small library systems to coordinate their automation efforts and pool resources in order to achieve economics of scale and improve services for their libraries and the people who use those libraries. With six member libraries serving a system population of 108,748, Manitowoc-Calumet is generally regarded as the smallest public library system in XY. It receives the smallest amount of state aid of all seventeen systems. EE SE, with thirteen libraries serving a system population of 185,339, has the fourth fewest libraries and the sixth smallest population. On their own, each system has a fairly limited database potential. Together, the systems have a potential bibliographic database collection of over one million items. Even if some MCLS libraries do not choose to join SHAREnet, those that do participate

will be able to access more materials than would ever be available in an "MCLS-only" system. Similarly, ESLS libraries will have faster access to a larger central collection than if SHAREnet was only in ESLS. One of the other major needs of cooperation is the technical expertise needed to maintain the ever expanding library automation software, the Internet, and database management. Current technology requires expertise that many of the libraries in ESLS and MCLS do not have, and few can afford to have on staff. By cooperating, libraries in the two systems can share in the technical staff required to run the SHAREnet system. The basis of SHAREnet is being able to connect all of the agencies at a speed and cost that all can afford. By utilizing the benefits of the TEACH program, BadgerNet, and WATF funding, SHAREnet can demonstrate how technology can bring cooperation between multiple counties and municipalities.

This WATF project will assist in the purchase of the necessary telecommunications hardware needed to bring Internet, database access, and library automation software to the libraries.

1C. Project Goals and Objectives

GOAL : To assist in the establishment of a shared automation system (SHAREnet) between libraries in the EE SE and Manitowoc-Calumet Public Library Systems.

Objective 1: Provide one shared Dynix automated library system (hardware and software) to participating public libraries no later than August 1, 1998.

Objective 2: Provide direct Internet access to participating public libraries no later than August 1, 1998.

Objective 3: Provide access to electronic resources for library patrons no later than 6 months after the automated system is operating acceptably.

 The targeted end-users of SHAREnet are the users of public libraries – the general public. The skills and needs vary from users who need no assistance with the Internet or other library services, but need the information provided by such services; to those who need training and assistance with all aspects of library use.

2A. Partnerships and Community Support

The fact that this project spans four counties and four separate municipal agencies is in itself an indication of the support the communities have for the project. The Library Boards of the four municipalities have committed to participation in SHAREnet, along with ESLS and MCLS.

2B. Potential to Serve as a Model

The use of advanced telecommunications between the participants of SHAREnet can be seen as a model for other agencies. SHAREnet uses the concept that it is more economical for many users to share in centralized costs – if each agency had to purchase the same services separately, the costs would be prohibitive for most or all. The networking between the libraries is not new, but what is unique to SHAREnet is bringing

up the network, the Internet and library software all at once. The other systems in XY developed over a number of years, SHAREnet will bring up all the services within the space of a few months. By working closely on the project, and realizing that cooperation and compromise are necessary, the libraries have been able to move the project ahead quickly. The ultimate scope of SHAREnet is to include all of the public libraries in ESLS and MCLS, and possibly to include agencies other than the public libraries. In addition, experiments are currently underway in XY to link dissimilar library networks. SHAREnet could be a part of such cooperation in the future, expanding the access to information across the state.

3A. Applicant Qualifications/Project Management

The EE SE Library System will provide the staffing for this project, and will act as the fiscal agent for SHAREnet as is designated in the SHAREnet By-Laws. The Directors of each participating agency will form the governing body of SHAREnet.

Paul Onufrak, Library Services Coordinator for ESLS will be the project coordinator, and System Administrator for SHAREnet, estimated to be a .75 FTE position. He has over 10 years experience with personal computers and library automation software. Once SHAREnet is operational, a .5 FTE technician will be hired to assist with the technical aspects of the project. Additionally, each agency has assisted in some aspect of the project, from writing the by-laws and membership agreements, to researching financial support from outside agencies.

3B. Project Design

The planning for this project began in August 1996 when representatives from ESLS and MCLS met to discuss the possibility of a shared library automation network between libraries in the two systems. The network would include direct Internet access, online databases, and Dynix library automation software. A Steering Committee was formed to continue the process. The Steering Committee met monthly in 1996 to work out the details of such a shared system.

The Committee met on January 17, 1997 to discuss the hiring of the telecommunications consultant. The members agreed to spend up to $10,000.00 – $6500 from ESLS, and $3500 from MCLS. The ESLS Board approved the hiring of a consultant at its January 1997 meeting. Evans & Associates from Thiensville was awarded the contract. During the months of February and March, Evans & Associates visited all of the libraries in ESLS & MCLS, as well as the System offices. The final report, dated April 16, 1997, concluded that a shared information system was feasible for the libraries.

On February 7, 1997, the Steering Committee held a meeting for all of the libraries and library Board Trustees in the two systems. The meeting was informational, presented by members of the Steering Committee, to present the work to date to the librarians and their board members.

The Committee met again on May 7, 1997, to discuss the Evans report, and agreed to pursue the formation of a shared information system. The librarians reviewed a revised budget and funding options, including LSCA/LSTA and WATF monies. Since May 7,

the Committee has met every three to four weeks to further the progress on the development of SHAREnet.

In August and September 1997 the Library Boards of Cedarburg, Manitowoc, Plymouth, and the Lester Public Library, Two Rivers, agreed to participate in SHAREnet. The ESLS Board of Trustees agreed to provide the support services and to be the fiscal agent for SHAREnet.

The installation of the network is to begin in January/February 1998, with Internet access and Dynix software available for use by June 1998. Database access will likely be through a Library Services and Technology Act program being developed by the State of XY.

4A. Professional Development

Training for the SHAREnet project will take several forms. Training in the use of Windows 95 or Windows 3.1 will be the responsibility of each respective agency. The training of library staff in the use of the Internet has been ongoing in all agencies for the past several years. The Library Systems have received Library Services and Construction Act grants to provide access and training for Internet use – some training will be required for the shift from dial-access to direct access. This training will be provided by the System Administrator and/or knowledgeable library staff. Training in the use of the database applications will be similar.

Training in the use and maintenance of the Dynix software and hardware will be provided by Dynix staff. Currently a minimum of four training sessions, each one day long, for up to six staff members will be needed. The System Administrator and at least one staff member from each library will attend. These staff members, along with the System Administrator, will train additional library staff.

4B. Project Evaluation

The System Administrator will complete any required Project reports, based upon input from SHAREnet members. The Administrator will monitor the Project on a continual basis and include on-going evaluation in regular reports at the scheduled meetings of SHAREnet members and to the EE SE System Board.

Data collection of the use of the SHAREnet system will be available from the computer system logs, the Internet Service Provider, member libraries, and, most importantly, the comments and observations of the users of the shared system. The data logs from the computer will be used to track circulation use, holds placed on items, database use, Internet access, and patterns of use by library patrons.

The focus of all evaluation efforts will be to see if the Goal of Project and its Objectives were carried out. Did the Project funds assist in the establishment of SHAREnet? Was the Dynix system and Internet access provided to participating members by August 1, 1998? Were online electronic resources available to SHAREnet members within six months of the operation of the automated library system software?

The continued effectiveness of SHAREnet will be the usage by all levels public libraries' clientele, and by the addition of other libraries to the shared system.

5A. Project Budget Funding Sources/Expenditures

The expenditures of the WATF grant award are designated for the Central Site servers, routers, hubs, and telecommunications equipment, and is the backbone of the entire project. WATF funds will also pay for the TEACH line from the Central Site to WISCNET. Each library or agency will pay for equipment needed at its' site. ESLS and MCLS have agreed to share costs on a 2/3 and 1/3 basis, respectively. Any wiring or other site preparation is the responsibility of the local library, and is not reflected here.

Description of Items to be Purchased with WATF Funds:

The Central Site equipment for the project. There are two servers necessary for the project. One is a Sun Microsystems Ultra Enterprise 2 Model 2200 server. This computer will have two 200-MHz UltraSPARC (RISC) processors, 512 MB RAM, two 4.2 GB Fast/Wide SCSI-2 hard drives, 4/8 GB DAT tape drive, floppy disk, CD-ROM, monitor, and two ethernet cards. The software operating system is Sun Solaris 2.6, and application software includes a firewall, web server, e-mail server, and other security programs. An uninterruptible power supply (UPS) will be attached, to provide power in the event of a power outage or brownout. Cost of the server and UPS is $24,102.00

The second server will be a Compaq Prosigna, with a Pentium Pro II 200MHz processor, 64 MB RAM, 2.5 GB hard drive, monitor, and ethernet card. The operating system will be Microsoft Windows NT 4.0. A UPS will be attached to this computer. Cost of the computer and UPS is $4,183.00

Telecommunications hardware:

Two Cisco 3600 series routers and necessary equipment, installed at the Central Site. The cost of the two routers is $30,810.

One 3COM SuperStack II Switch, 24 port. Cost of the switch is $1,296.00.

One 3COM Transcend Workgroup Manager, Version 6.1 for Windows. This network management software will run on the Compaq server. Cost is $410.00

Total Cost of Central Site LAN/WAN hardware/software: $61,043.00. From the WATF grant award, $48,800.00 will applied to this expense. The balance will be paid by ESLS (2/3), and MCLS (1/3).

Description of Items and/or Services to be Purchased with Cash Matching Funds:

The two Systems will be paying for the Central Site start-up costs and the Internet start-up and charges for the first year. Each library is responsible for the telecommunications equipment and services required for the project, as well as any Dynix costs incurred.

Relating the WATF Project Expenditures to the SHAREnet budget, for each of the participating entities:

1. Audioconferencing – no expenditures for this line.

2. Cable/Wire – no expenditures for this line.

3. Consultants/Professional Fees – no expenditures for this line.

4. Insurance – $400 – this expenditure is to insure the hardware/software at the ESLS Central Site office. This is a yearly expense, and will be paid for by ESLS and MCLS.

5. Instructional materials – No expense for this line.

6. Internet Access – $8,800.00 – This is the amount necessary for connection, setup, and one year's service for Internet from WISCNET. ESLS and MCLS will pay setup/installation ($4,800) and the first year's cost ($4,000).

7. Labor Services – $7328.00 – This includes the Central Site installation/setup costs paid by ESLS and MCLS; installation of the routers and hubs at Cedarburg, Manitowoc, Plymouth and Two Rivers; and the hardware/software installation of Dynix by Dynix personnel for Manitowoc and Plymouth.

8. Local/Wide Area Network Hardware/Software – $21,365.00 – This is the amount left over to fund after applying the WATF grant to this expense for the Central Site; and includes the necessary equipment at each of the libraries. Cedarburg, Manitowoc, and Plymouth will each purchase a Cisco 2501 router and 3COM SuperStack II 24-port hub, and necessary equipment. The Two Rivers library needs only the Cisco 2501 router, since the library owns a 3COM hub.

9. Local/Wide Area Network Peripherals – no expenditures for this line.

10. Maintenance and Repair Services – no expenditures for this line.

11. Marketing and Communications – no expenditures for this line.

12. Membership dues – no expenditures for this line.

13. Personal Computer Hardware/Software – $10,704 – The Plymouth Public Library will be adding computers to its network for accessing Dynix and the Internet. This is for six (6) Hewlett-Packard Vectra series computers and monitors.

14. Personal Computer Peripherals – $2,335.00 – This expense is for the Plymouth Public Library only, for the purchase of two receipt printers for the Dynix system and one Telxon unit, which allows for checking materials in/out in the event the Dynix network is down.

15. Printing/Photocopying – no expenditures for this line.

16. Post/Courier Delivery – no expenditures for this line.

17. Rent – $1,950.00 – A yearly expense, the Central Site equipment will be in the ESLS offices. The space required for the computers and equipment will be in a 325 sq. ft. room.

The rent is based upon the rate ESLS pays it's landlord, and will change in the future. This expense is paid for by ESLS and MCLS.

18. Room Design – $1,000 – This amount is estimated to pay for the required equipment and furniture necessary to house the Central Site equipment at the ESLS office. It is the same room listed in 17, above. Costs will be paid for by ESLS and MCLS.

19. Staff Training and Development – $8,300.00 – For all participants, this includes $200 for staff training on using the Internet and the online databases; for Manitowoc and Plymouth it includes training on their Dynix systems.

20. Supplies – $894 – Supplies necessary at the Central Site to provide services to the participants. It include standard office supplies, computer supplies (such as cartridge tapes for backing up the software), and other miscellaneous equipment. For Manitowoc and Plymouth, miscellaneous Dynix supplies.

21. Telecommunications Network Usage – $4,800.00 – This is the cost of the installation and one year's usage of a T1 line by the four libraries, through the TEACH program.

22. Telephone/Fax Service – $300 – The estimated long distance charges for ESLS staff for technical support for the participants.

23. Travel – $300.00 – Amount estimated for ESLS staff to support the participating members start-up Internet service. Mileage paid at the current IRS rate (1997 rate is $.315/mile).

24. Videoconferencing Hardware/Software – no expenditures for this line.

25. Other – Dynix Library Automation Software/Hardware – $156,036 – This is the software and hardware necessary for Manitowoc and Plymouth's Dynix systems.

The Software requirements are:

> A. Cataloging for Windows: This module allows the librarians to input and edit the libraries' material databases. Both Plymouth and Manitowoc will have this module.

> B. Circulation for Windows: This module is for creating and maintaining the patron database, as well as for tracking material check-in and check-out. Both Plymouth and Manitowoc will have this module.

> C. WebPAC: This is the online public access catalog (OPAC) for the Dynix system. Patrons use this to query the material databases. WebPAC allows access to the catalog by dumb terminal, a Windows client interface, or with Internet access, across the world wide web. The WebPAC software will run on the Central Site server, and provide web access to the Manitowoc and Plymouth catalogs. Two Rivers and Cedarburg will be added when their Dynix systems are upgraded to the required version (in process).

D. Acquisitions for Windows: This module is for inventory control for the libraries. It allows libraries to order materials electronically, and to provide the most up-to-date information on material status for patrons. Manitowoc will have this module.

E. Serials for Windows: This module maintains control over serial items (periodicals, magazines, newspapers, other annual materials. Manitowoc will have this module.

F. Community Resources: This allows each library to have site specific information available on the computers at each individual library. Both Plymouth and Manitowoc will have this module.

G. Kid's Cat software: This a graphical interface for the OPAC for children. Manitowoc will have this module.

H. Receipt Printer Site License: This license allows up to 10 users of the software to run the receipt printers. Both Plymouth and Manitowoc will have this module.

The Hardware requirements are:

I. Tele-Circ & Cabinet: The TeleCirc machine will allow patron access to their accounts, to renew materials over a touch-tone telephone, and to have the libraries automatically, by telephone, inform patrons when materials are available for pickup at the library. This model of Tele-Circ will support up to four telephone lines. Manitowoc will have this module.

J. First FTP Net/MARC Loading Profile: This allows a library's cataloging staff to input bibliographic records from the OCLC database into the Dynix database. Both Plymouth and Manitowoc will have this module.

K. Dynix Shipping Charges: Expense to ship all Dynix materials to Manitowoc and Plymouth.

L. Dynix and UniVerse Licenses: Each computer or terminal connected to the Dynix system requires two software licenses: a Dynix Application license, and a UniVerse license (the operating system software). Both Plymouth and Manitowoc will have these charges.

Description of Committed and Pending Funding Sources for Participants:

Cedarburg Public Library: The funds for this project are part of the operating expenses.

EE SE Library System: The funds for participation will be part of the operating budget. In addition, an LSTA grant from the State will provide funding for Internet access.

Lester Public Library, Two Rivers: The funding will come from the library's Capital Projects/Technology Fund. The fund is the remainder of the library's building project in 1996-97, and is intended to fund the library's automation upgrade and other technology as necessary. This will be a capital expenditure.

Manitowoc-Calumet Library System: MCLS' participation will be part of its operating budget .In addition, the System has LSTA funds to fund the Internet access.

Manitowoc Public Library: The funds for this project will be part of the operating budget, from a fund set up in 1990 to pay for upgrading the library's automation system.

Plymouth Public Library: The funds for the project will come from the Plymouth Public Library Foundation. This will be an "other" funding source.