Minutes
Statewide Database Licensing Program Advisory Committee
Oregon State Library
Room 202
October 20, 2003

Committee Members and State Library Staff Attending:

In person: Mary McClintock, Lynda Larremore, Jim Scheppke, Denise Davis, Pam Horan, Val Vogt

By phone: Nadine Williams, Will Stuivenga, Faye Chadwell, Mary Finnegan, Aaron Munter, Barbara O'Neill, Greg Doyle

Committee members absent: Patty Sorensen

1. Welcome and Introductions: Pam Horan welcomed the committee members, thanking them for their participation. The committee members introduced themselves and gave a short background of experiences with the database.

2. Housekeeping:

a. Selection of a committee chair, who would help state library staff in developing agendas. Barbara O'Neill was nominated and voted in unanimously, Barbara abstained from voting.

b. Agenda overview. The committee will set out the work that needs to be done for an accelerated schedule.

3. RFP Background and Status. Denise Davis characterized the situation:

a. Due to the very late passage of Senate Bill 12 in the legislative session, time is short to develop and adopt the permanent Administrative rule. (A temporary administrative rule was adopted by the OSL Library Board authorizing the State Library to begin administering the database licensing program.) The Temporary Administrative Rule must be relplaced within 180 days of its adoption by a Permanent Administrative Rule (currently out for comment) and will be adopted at the Board's December 12th meeting. The current calendar moves quickly as the contract with EBSCO is expiring in fall 2004.

b. OSL has been in conversations with the Oregon Department of Administrative Services (DAS) regarding procurement options. The existing procurement process and contract is with Orbis through University of Oregon, and since this role no longer fits the Orbis Cascade mission, OSL is exploring other options for administration of the invoicing, etc. including hiring BCR.

In addition, the State Library is considering bidding out both the periodicals database and the Oregonian database in one RFP. The duration of each renegotiated agreement will vary in order to arrive at a single expiration date.

c. There was discussion about administrative costs proposed by BCR (estimated at 5% of the database costs, 2% higher than ORBIS currently receives).

d. A concern about the aggressive calendar was expressed: school libraries would not know the costs until next June, and they must create budgets much in advance of that. Denise said that these concerns have been expressed by all participants, and that for the purposes of estimating 2004-05 costs, libraries use this year's prices. The expectation is that the negotiated price for the next contract will be lower than what is currently paid. We are not able to compress the timeline this year as we needed lead-time to get answers from DAS. Once a new contract is in place, a new billing cycle will be developed, and a establish realistic date for future invoicing (January).

4. Oregon Administrative rule (Background & Issues)-Denise Davis led the discussion.
   a. The cost formula in effect in 03-04 for higher education institution used the Integrated Post Secondary Education System (IPEDS) for full time equivalent enrollment (FTE) for the periodicals database. The rationale for using IPEDS was to obtain enrollment figures from one standard and reliable source. Community Colleges are concerned about the formula used in IPEDS to normalize part time enrollment figures with full time enrollment. The formulas used by the US Departrment of Education and the IPEDS data set have been used since around 1986.

   b. The Community Colleges recommend that OCCURS data be used; these figures take annual CC FTE (quarters) and divide by four. There is no comparable data set at the state level for 4 year+ institutions. Faye Chadwell was asked for input since a change from IPEDS would increase database costs to other higher ed. institutions. She wanted to get feedback from OUS library directors, who are familiar with formulas in place with ORBIS. Denise mentioned that she had a conversation with John Helmer of Orbis Cascade Alliance, and he is investigating the issue.
      Lynda Larremore recommended keeping the IPEDS formula, making the costs fair and equitable, and felt there was equal distribution of costs if fall enrollment figures were used for all higher education institutions.

IPEDS enrollment figures are an October snapshot, normalizing part time (degree seeking) students, and the formula multiplier varies by type of school. A 4 year college with small enrollment times .6 plus full time. Community colleges uses part-time times.3375 plus full time students.

Nadine asked whether 03-04 costs are fixed (Yes). She also inquired if Community Colleges had been overpaying their share. Since 2003-04 was the first year IPEDS was used for both academic and community colleges for the cost formula, it was not possible to answer that question.

In previous years the data used were the FTE population reported by the Oregon Office of Community Colleges (OCCURS). Office of Community Colleges. Mark Dahl (CC rep. on the original Statewide Database Licensing Group) used to these numbers to encourage Community College participation in the original program.

The members of the AC requested cost tables for comparison, using IPEDS and OCCURS.The OCCURS analysis was done by the Community College group; State Library staff will merge that information with the existing cost distribution and have it for the November meeting.

Will Stuivenga indicated resource sharing networks introduce additional complications when looking at cost distributions. Database costs and fees are being distributed to institutions participating and not to consortia as a group. The State Library responded that under the current model for cost distribution there is no agreement for pricing for consortia, only for individual participants. Consortia have paid one invoice on behalf of members.

c. School Library Issue – Jim Scheppke

The database program has been successful for academic and public libraries; we have gotten good prices and participation. School libraries have a fundamental problem for the program: the cost goes back to the school districts. 75% of schools do participate, 25% can't or won't participate, even though with the existing contract inclides access for all schools. If the January 2004 tax vote fails, the participation level could get worse. Question as to why schools don't sign up. Beaverton and others that can afford to subscribe choose not to. Small school districts are poorly funded, school districts cutting back on library media specialists have no one to advocate for the databases. Aaron indicated he would follow-up and do some outreach with schools/school libraries.

Jim expressed a strong desire that every student have the ability to have access. In order to achieve this, the Database Program may need to subsidize part of school costs, negotiate with vendor on concessions on public schools, or shift costs to public and academic libraries so that the price for schools is lower. The K-12 portion of the EBSCO costs 25% (academic is 35% and public libraries is 40%).

Denise said word on the street is that vendors are bidding on statewide population, not enrollments. The current Administrative Rule outlines the Statewide Database Program subsidy formula for the periodicals database and the (full) amount paid for the Oregonian. If vendors are looking at state populations, some public libraries and community colleges could be paying three times for the same people.

5. The role of the Advisory council was explained: advise the LSTA advisory council and the Oregon State Library staff in Request for Proposal (RFP) development and database product evaluation, and to provide ongoing database product assessment and customer feedback. The committee would also advise the LSTA Advisory Council on the appropriate percentage allocation of periodical database costs to public, academic and school libraries.

a. Currently we have two statewide RFP models, Washington and Pennsylvania. Ths State Library staff find the Washington RFP to be a good model. The draft RFP needs committee input, review, evaluation and guidance.

b. ORBIS participation: ORBIS was approached and agreed to consider representing its members on the datbase Advisory committee. They anticipate hiring a database negotiator and administrator in November. ORBIS negotiated the current contract and is interested in interested providing support during the transition. It was suggested that an ORBIS representative sit in the committee as either a voting member or an ex officio participant. The committee had consensus that having ORBIS as an ex officio participant was important, if Orbis was willing. Denise will contact John Helmer and as them to join the committee as an ex officio member.

The next meeting will be November 12, 2003, 12-4, working lunch. Room 102, State Library building, Salem.