

Memo

To: Network Advisory Council

From: Tracy Cook, LDD Director

Date: April 30, 2019

Re: Hiring an intern to help with ASPeN documentation

Our IT team has done a great job of updating and enhancing ASPeN. As you know, we needed to release ASPeN before it was 100% ready. This was due to the retirement of Mike Price and the destabilization of the old directory. There is some additional work that needs to be done that would greatly assist our IT staff and improve ASPeN for end users.

I am requesting up to \$9000 of unallocated LSTA 19 funds to hire two interns over the summer. These individuals would assist with the following items:

- Creating knowledge base articles in Zoho
- Identifying and creating an entity-relationship diagram of all ASPeN tables and how they relate to each other
- Document how various users use ASPeN
- Visit every ASPeN page to verify if it is correct and consistent
- Inventory stored procedures to see which ones are being used
- Determine what may not be necessary and how to strengthen some of the table relationships
- Answer help desk tickets
- Work with and encourage library staff and board members to use ASPeN.