

# SHARED AUTOMATION USERS' GROUP (SASUG)

July 27, 2017

Minutes

Meeting called to order at 9:33pm by Chair, Garrett Hungerford

## **Introductions**

### **Approval of Agenda**

A motion was made to approve the agenda by Becky Willemsen (MDHT) and was seconded by Ed Rutkowski (BRIT). The motion passed unanimously.

### **Approval of minutes from April 27<sup>th</sup>, 2017**

A motion was made to approve the minutes from the April 27<sup>th</sup> meeting by Michelle Wloch (BELL) and was seconded by Andrea Dickson (WIXM). The motion passed unanimously

### **System Update –Anne Neville (TLN)**

-SirsiDynix determined that the update to our instance our Enterprise that was supposed to occur in June to accommodate changes made by PayPal was not required so the upgrade was not done.

-A test of the calling tree procedure was done on June 13<sup>th</sup>. 81% of the libraries at the bottom of the calling tree branches received the call. Please make sure to review procedures with all staff.

#### TLN staff received comments including:

\*That the staff member receiving the call was new and did not know what the calling tree was.

\*That the staff member was the only person on the desk and could not take the message.

\*That the staff member did not normally work the desk and was not comfortable taking the message.

\*Also a few libraries called TLN to let them know they revived the calling tree instead of faxing TLN.

-The Library of Michigan no longer requires CEUs for any type of certification so TLN will no longer offer (previous shared system classes that offered CEUs were Acquisitions, Advanced Searching, Circulation, Linking and Serials).

-Holiday Closing reminder: TLN will be closed Sunday Sept 3<sup>rd</sup> and Monday Sept 4<sup>th</sup> for the Labor Day holiday. The helpdesk will not be staffed during the holiday hours. The Shared System, including Enterprise, will be intermittently unavailable while Shared System staff performs system maintenance.

### **Technology Services Update- Angie Michelini (TLN)**

-The new helpdesk software was launched in April

-A RFP for Telecommunications Services was posted on July 26<sup>th</sup>. The new contract will cover July 1, 2018- June 30 2021. A committee was formed to review bids, members include: Martin Smith (REDF), Tina Hatch (MILF) and Frank Ferguson (PMTH).

-The annual renewal forms for technology services will be sent out soon.

### **Report from the TLN Board- Paul McCann (DEXT)**

-The Board discussed and approved the contract with TLC CARL

### **Report from the Executive Committee – Paul McCann (DEXT)**

- Discussed the TLN Budgets and recommended its approval as presented by Anne Neville and Rick Rosekrans with approximately \$51,000 of deferred revenue to offset price increases
- Recommend the extension of contract with Celia Morse.
- Discussion regarding services offered by member libraries (Hoopla, Overdrive Advantage accounts) and when TLN should cease adding the content into Enterprise/eResource Central due to costs incurred.

### **Report from Circulation Committee – Judy McIntosh (NORT)**

- Last meeting was May 11th
- Revisions were made to the LOST ITEM survey (survey can be found on the TLN Circulation Committee page)
- Discussed the sending of damaged items to fulfill holds. Reminder to libraries if they receive a damaged item to fill a hold, to mark the item missing and send back to owning library with visible note that the item is damaged.
- Discussed assumed lost items. Reminder that notes in patron records should not be removed by staff if the information is pertinent to an item from another library.
- Discussed what to do with fines on a minor's card as they become adults –no definitive answer was reached.
- Tentative schedule for 2017/2018 meetings discussed.

### **Unfinished business**

- NONE

### **New Business**

#### **TLC Carl X ILS Migration Update**

- As of July 26, 2017 we have a signed contract and are part of the *Carl Family*
- There will be a kickoff meeting between TLN and TLC CARL staff within the next 2 weeks
- The contract went through 7 revisions before the final draft was approved
- Cost will be \$1.2 million over 7 years
- There is an "out" for TLN built into the contract without penalties if 90 days' notice is given.
- 0% increase in annual maintenance cost
- Since search engine optimization is built into the product there is no need for a 3<sup>rd</sup> party system (Zyphera) = \$48,000 savings
- Costs for maintenance include Syndetics and hardware, but does not include LibraryThing nor a cataloging module
- We are not locked into a specific number of logins
- As of now a tentative GO LIVE date is 4/2/2018. Starting Thursday March 29<sup>th</sup> at 9pm the entire system will be **unavailable for use** (this includes online catalog, and Symphony). Since this is Easter weekend many libraries are closed Friday and Saturday. TLN staff recommends that member libraries close during this time (but cannot enforce this recommendation). Once TLN staff has entered into more detailed discussions with TLC CARL staff they can give more firm dates.
- Libraries using Acquisitions will be switched over approximately one month before the go live date so they do not have open orders in SirsiDynix Acquisitions.
- As of now a big concern is our requirement (part of our contract) of having or delivery code and number work with CARL (ex. WHLK 73)
- Carl Catalog and web client are optimized for touch screen monitors.

- Target date for training is February 2018 with a train the trainer format (1 or 2 staff members trained and go back to home library to train their staff). Plans include having several locations for training so that it is spread over the cooperative to make it easier for staff to attend.

-Any questions should be sent to Celia Morse at TLN.

#### 2017-2018 Budget Review/Approval-

Anne Neville and Rick Rosekrans presented the proposed 2017/18 budget for BDBS, Shared Technologies and the formula costs.

Motion made to accept the BDBS Budget as presented by Ed Rutkowski (BRIT) and seconded by Lori Coryell (CHEL). All in Favor, no opposed

Motion made to accept the Shared Technologies Services Budget as present by Lori Coryell (CHEL) Seconded by Ed Rutkowski (BRIT). All in favor, no opposed.

Motion made to accept the SAS Executive Committee recommendation to apply deferred revenue to the cost report as presented by Patty Braden (ROMS) and Seconded by Andrea Dickson (WIXM). All in Favor, no opposed.

#### **Meeting adjourned at 11:01**

Next meeting: August 24<sup>th</sup> at  
Waterford Township Public Library  
5168 Civic Center Drive  
Waterford, MI 48329

#### Attendance:

Becky Willemssen MDHT	Amy Rosen WHLK
Paul McCann DEXT	Stephanie McCoy AUBN
Jaema Berman ADDI	Michelle Wloch BELL
Garrett Hungerford REDF	Matt Day ROAK
Judy McIntosh NORT	Donna Janke HART
Celia Morse TLN	Roslyn Yerman MDHT
Ed Burns FERN	Maryann Zurmuehlen NOVI
Rick Rosekrans TLN	Teresa Natzke FRAN
Andrea Dickson WIXM	Angie Michelini TLN
Lori Coryell CHEL	Anne Neville TLN
Hilary Savage BELL	Theresa Powers TAYL
Ed Rutkowski BRIT	Patty Braden ROMS
Mary Karsner ROAK	Luke Ervin SLYN

#### Online

Jenni Gannod  
Karen Schiller SLYN  
Toni LaPorte LVCC  
Sandy Ruhmann ALPK  
Emily Good DHTN  
Ron Andrews CHEL  
Jude Halloran HIGH