

## **Shared Automation Users' Group (SASUG)**

**Thursday, October 26, 2017**

**Redford Township District Library | 25320 W. Six Mile Road, Redford, MI 48240**

### **Call to Order**

Andrea Dickson, SASUG Chair – 9:32AM

### **Introductions**

### **Approval of Agenda**

Motion by: Garrett Hungerford / Seconded by: Toni LaPorte

### **Approval of September Minutes:**

Motion by Patty Braden / Seconded by: Ed Burns

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

Brandon Update: November 20 TLN will remove BRND policy along with HART branch, ROAK branch, and WATE branch so they won't be unnecessarily included in the Carl migration.

Data Export: If your library is scheduled to be open beyond 6:00pm on Friday, May 25, 2018, contact Anne Neville at TLN ASAP. There is a data export schedule and the late evening on 25th will be the final before we go live.

MeLCat AV Lending/Borrowing: If you would like to participate in MeLCat AV contact TLN by November 9, 2017. Due to the migration, a future date upon which a library could change status is undeterminable at this time. We are assuming it will be a long while before a library would have an opportunity to change this status.

Database cleanup: Several thousand items with SHORTMARC records should be reviewed before we migrate. These items were created before 2015 and have never circulated. TLN will provide lists of these items and can help with the removal of them. The cleaner our database, the easier the migration will be. Continue to report any HART duplicate records that your staff come across.

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

No report

### **Report from the TLN Board (Celia Morse, TLN)**

Board elected officers. Not much change. New Secretary and new Treasurer. New delivery truck replacement approved. Approval for contract extension for Celia (for three months after we go live with new system).

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

Thanks to Toni Laporte for service on committee. Patty Braden was elected new Member at Large. Officer elections. Paul McCann is Chair again. Martin and Ed will be Secretary. Budget final through end of August and is on track. Looking good for this year. TLN approved budget. RFP for telecommunications with recommendations forthcoming. Carl contract was signed. Approved funds for export to Carl that went to TLN board for final approval.

Discussion continuing for how we're going to create a new formula for the shared system regarding how our bills are determined (workstations, etc.) because certain previous factors are not factors with Carl. Bib records, items, circulation, population, etc. may be factors for equitable charges for every participating library. There will be a Users group-wide discussion in the future on this topic.

### **Unfinished Business**

1. Vote on Secretary of SASUG (Andrea Dickson, SASUG Chair)  
Kimberly Schaaf Nominated  
Motion by: Connie Ozinga  
Seconded: Paul McCann

### **New Business**

1. TLN CARL-X ILS Migration Update (Celia Morse, TLN Consultant)

Questions on training will be answered as soon as the calendar of events is finalized. Training will most likely happen in early April. There will be a test server with our data on it for training purposes. Working on a FAQ document. Hoping to establish a separate page on the migration to help keep everyone informed about the details of the migration. Celia is available to attend board meetings or staff meetings to talk about the migration.

MeLCat: time line on suspending (or not suspending) services for the migration will be forthcoming. Future meetings with MeLCat and Carl will result in more detailed information. Discussion about issues inherent in the MeLCat system.

2. MeLCat Clean-up (Andrea Dickson, SASUG Chair)  
Discussion about shared system libraries cleaning up MeLCat items in database. MeLCat wiki has many reports that detail how to do this. This can result in collecting money that is due, etc., in addition to cleaning up the database. The earlier you start this process, the easier it will be.
3. Migration Tips (Donna Janke, HART)  
Training consisted of: note-taking, groups of 2-3, handouts, and working together to review the system. Replicating daily transactions based on the notes (practice runs); this led to questions about the new system and they created a shared file of questions. Employees all worked together to give each other time to practice. The staff created a self-assessment and did it in groups of 2-3 so that they could identify areas of weakness and staff could self-identify issues they were having with the system. Celia commented that creating a self-assessment form and posting it on the new migration website (when it's up) would be helpful for libraries. Situations that came up in front of actual patrons were handled with a "patron first" attitude; they took the ID numbers down on paper and followed up deeper after the patron was helped. HART created a binder of screenshots explaining procedures that don't come up regularly and they still use it for new hires.
4. Call for 2018 Meeting Dates and Locations (Andrea Dickson, SASUG Chair)  
Established: January in Novi, Feb in Livonia, and April in Commerce (April meeting might be canceled depending on where we are with the migration).  
May 2018 meeting will be canceled because of the migration.  
Still need volunteer locations for the remaining months.

**Adjournment**

Motion by: Lori Coryell

Seconded by: Patty Braden

**Next Meeting**

December 7, 2017 / 9:30AM

Livonia Civic Center Library

32777 5 Mile Road

Livonia, MI 48154

**Attendees:**

Anne Hage	HTWD
Lori Coyell	CHEL
Ed Burns	FERN
Vanessa Verdun-Morris	TAYL
Donna Janke	HART
Martin Smith	REDF
Connie Ozinga	COMM
Alyson Lobert	WALL
Adrienne Breznau	ROAK
Mary Karshner	ROAK
Paul McCann	DEXT
Celia Morse	TLN
Toni LaPorte	LVCC
Elizabeth Alexander	LVCC
Brigette Felix	TLN
Tina Russette	REDF/CLAW
Michelle Wloch	BELL
Patty Braden	ROMS
Judy McIntosh	NORT
Michael McEvoy	NORT
Amy Rosen	WHLK
Anne Neville	TLN
Suzanne Street	TREN
Garrett Hungerford	REDF
Sandy Jaslow	REDF
Ed Rutkowski	BRIT
Jude Halloran	HIGH
Kimberly Schaaf	SPRI
Andrea Dickson	WIXM

**Remote Attendees:**

Jaqueline Seimer	OXFD
Jenni Gannod	CLAW
Laura Gramlich	WYDT
Maryann Zurmuehlen	NOVI
Sandy Ruhmann	ALPK
Steve McGladdery	WAYN
Terri Lancaster	CHEL
Karen Schiller	SLYN