

Shared Automation System Users Group

Executive Committee – Meeting Minutes

Virtual Meeting

August 13, 2020

Chair Paul McCann called the meeting to order at 1:00.

Members Present: Paul McCann (DEXT), James Lenze (GARC), Anne Hage (HTWD), Martin Smith (REDF), Ed Rutkowski (BRIT), Alyson Lobert (WALL), Hilary Savage (BELL), Patty Braden (ROMS)

Members Absent: Toni LaPorte (LVCC)

Guests: Anne Neville (TLN, John Inman (TLN), Celia Morse (TLN-consultant).

McCann called for additions to the agenda. Neville requested adding an item to New Business: FY2020-2021 budgets for STS and BDBS for discussion and recommendation. McCann moved the item Lost Notices up the agenda from New Business to after Reports, in case Smith had to leave the meeting early. **Motion to approve the agenda as amended by Lenze, seconded by Lobert. Agenda approved (Yes 7, No 0, Absent 2).**

McCann called for approval of the July 2, 2020 minutes. **Motion to approve minutes as presented by Rutkowski, seconded by Smith. Minutes approved (Yes 7, No 0, Absent 2)**

Patty Braden (ROMS) entered the meeting at 1:10pm.

Reports

TLN Director Search

McCann reported the search is looking promising. There are 5 strong candidates from 30 resumes received.

Budget

Neville presented the current budget status. The budget is in good shape. The supplies line is high because of preparations for Tech Forum. Some items are running lower due to staff working from home and attending meetings online, particularly mileage.

TLN Board Meeting:

The Board met on July 16. Discussed the Director search and generator progress.

Carl update (ongoing performance):

TLC will need to update Oracle on the test and production servers in order to upgrade. It will require 4 hours downtime overnight for that. Then the CARL upgrade will be installed on the test server. FRBR will be unavailable when the test server is upgraded.

45 of 50 libraries are doing interloan, all but 1 or the other 5 are closed, TLN will be contacting that one. The Ring central problem from July SASUG is fixed. TLN is migrating to Zoom.

A new product is available for Enhanced Content: Proquest Syndetics Unbound. It combines best features from Syndetics and Library Thing, with a superior presentation. TLN also negotiated to allow current Library Thing subscription to expire if we migrate. Switching will save \$10,000 annually. Morse is hoping to demo at SASUG. Product can be seen on Wellington, NZ, public library catalog.

Technology Services Update:

Inman reported progress on the generator. Site was inspected last week. Gas line contractor was out this week, said that previous customers have needed larger pipe after new meter was installed. They are fitting a larger pipe to existing meter, but this might be an issue in future. 3 inspections remain for pad, gas (Aug 21), and electrical. Some UPS batteries will still be needed to cover the changeover when generator starts up.

13 libraries are getting circuit upgrades, Telecom RFP bids are due 9/9. Member Technology services renewal are due 8/17.

Lost Notices - Smith

Redford wishes the SAS to resume Lost Notices as part of returning to use of collection agency. The plan is to have Lost Notices resume, then do one more global renewal of their items, so that patrons will get a full cycle of notices before being sent to collection. Committee recommended Redford circulate the proposal and rationale to the SAS list prior to next SASUG meeting to facilitate quick action.

Unfinished Business**TLC/CARL issue progress - Neville / Morse**

FRBR is last outstanding issue. Eager to see how it looks on CARL post-upgrade. TLN member testing resulted in useful feedback to CARL, and the issue is moving again. There have been few strong negatives.

User profiles committee - Braden

No report; Kim Schaaf will present at SASUG.

Auto renewal for items from SASUG - Neville

Functionality is still being tested, but going well. TLN is hoping to get a time frame for implementation, if testing finishes OK.

McCann expressed concern that lengthy loan periods together with so many libraries checking in fine free, patrons may refuse to return materials. A bill can still trigger a hard block, though. Garrett Hungerford (REDF) will present at SASUG about strategies for fine-free libraries with persons who don't return under the current situation.

Auto renewal for patron cards from SASUG - Neville

This item requires a decision from SASUG. It can be implemented, and pending SASUG decision, TLN can put in CARLs project list. If proceeding, SASUG also needs to set parameters: last activity; user profiles; etc. Morse will distribute a list of these. SIP2 transactions (self-check, Overdrive, etc.) all affect the last edit (activity) date. Libraries cannot opt out if implemented.

SAS Catalog and brief records – Morse / Neville

Though BDBS has been hindered by lockdown, there are about 9000 such currently, down from 25,000.

Local hold/Demand management update - McCann

Neville noted some discrepancy in email survey responses and apparent practice for some libraries.

FRBR – Morse

Discussed above.

New Business

FY2020-2021 budgets for STS and BDBS - Neville

Budgets were prepared assuming no State Aid. Earned income line increased based on history.

Shared Technology Services:

Overall budget increase of 1.9%, Salary increases by union contract (year 2 of 3); expecting continued reduced need for mileage reimbursement; increased supplies/postage per earlier decision to include datamailers in operating budget; telephone increased to cover system notifications activity. Some savings from needing fewer UPS batteries; Overhead decrease from office position retirement.

BDBS:

Sky River price increase; staff and overhead changes as above;

Formula and per-library costs:

The date range used for obtaining the Circulation count was 7/1/2019 to 6/30/2020. Per SASUG decision earlier this year, the Circulation count used is based on Checkouts only (renewals are no longer included). The Item count is as of 6/30/2020. As done for the current year's budget, the Item Count excluded items with Statuses of Withdrawn, Missing, Lost, and items with Media Types of magazines, hoopla, overdrive, and melcat. This is the final year of cost reduction from the ILS migration. Some members chose to have that applied over the full three years, but that is not reflected on the worksheet. \$10,000 is added to Capital Reserve.

Capital Reserve stands at about \$120,000-140,000. Deferred revenue is about \$433,000.

Discussion regarding libraries not open or planning to open. Informally, will earmark \$45,000 from Deferred Revenue against default.

Motion to recommend to SASUG to pass the Shared Automation and BDBS budgets as presented, by Rutkowski, seconded by Lenze.

McCann: yes, Lenze: yes, Hage: yes, Smith: yes, Rutkowski: yes, Lobert: yes, Savage: yes, Braden: yes. Motion passed (Yes 8, No 0, Absent 1).

TLN Paypal fines – McCann / Neville

Online bill payments are through Authorize.net. No longer doing business with Paypal. A single check will be sent to libraries in October 2020. Because of the way Authorize dates transactions, TLN cannot balance TLC fines with Authorize.net payments. Going forward, TLN will try quarterly payments to reduce the number of discrepancies per period.

Hourly Media Code - McCann

McCann has proposed to the SASUG list a new media code to allow hourly, rather than daily, checkouts. Response was quite positive. \$100 was suggested as default lost amount.

Motion to recommend SASUG expedite approval of an Hourly media code by Lenze, seconded by Savage.

McCann: yes, Lenze: yes, Hage: yes, Smith: yes, Rutkowski: yes, Lobert: yes, Savage: yes, Braden: yes. Motion passed (Yes 8, No 0, Absent 1).

Ex-Comm elections - McCann

The seats for funding Group 1 & 2 (Hage and Lenze), and 2 At-large seats (McCann and LaPorte) are up for election in October. Lobert will post a call for nominations.

Overdrive card check rules - McCann

Discussion of Download Destination continuing to use Temporary Rules Check for authentication. The E-content committee is the proper forum to address any changes to this.

Parameters of SASGUEST - Lenze

Current procedures frequently cause holds limit difficulties when Garden City assists Westland patrons. May be interested in increasing the holds limit for SASGUEST to 10. There is support from other Westland neighbors. The history of the SASGUEST parameters was that large standalones were similarly stingy with SAS patrons and reciprocity. Lenze will make further inquiries. Not planning to bring to SASUG yet.

Anne Hage left the meeting at 3:00pm.

Reopening updates

Directors list survey report is pending.

Discussion of current experiences of libraries that are open to public.

Motion to adjourn the meeting at 3:17 by Braden, seconded by Lobert. Meeting adjourned (Yes 7, No 0, Absent 2)

Respectfully submitted,

Ed Rutkowski

Next meeting: September 2 at 1:00 pm, online.