

January 23, 2020

Circulation Billing Formula FY 2020-2021: Only checkouts are counted for the circulation figure in the budget formula for the 2020/2021 budget year and renewals would no longer be counted in that figure. Motion to approve by James Lenze (GARC)/Seconded by Alyson Lobert (COMM & WALL).

Motion passed: Yes=23, No=0, Abst=0, Technical Difficulties=1

YES: DEXT, ROAK, COMM, GARC, ALPK, WYDT, TAYL, LYON, CHEL, NORT, LVCC, WATE, ADDI, WHLK, BERK, WAYN, HIGH, WIXM, SPRI, FERN, HTWD, REDF, ROMS

Technical Difficulties: NOVI

Circulation Committee's damaged/missing policy/document: Motion was made to accept the policies with the changes by Sandy Ruhmann (ALPK) and seconded by Donna Winter (LVCC).

Motion passed: Yes=23, No=0, Abst=0, Technical Difficulties=1

YES: DEXT, ROAK, COMM, GARC, ALPK, WYDT, TAYL, LYON, CHEL, NORT, LVCC, WATE, ADDI, WHLK, BERK, WAYN, HIGH, WIXM, SPRI, FERN, HTWD, REDF, ROMS

Technical Difficulties: NOVI

August 22, 2019

Patron Blocking Thresholds in CARL: Lost item blocking threshold to 0 for all patron types.

Motion for the Lost Item blocking threshold to be set to 0 for all patron user types:

James Lenze (GARC)

Seconded by: Garrett Hungerford (REDF)

Motion passed: Yes=28, No=0, Abst=0

YES: ALPK, BELL, BRIT, CHEL, COMM, DEXT, FERN, GARC, HART, HIGH, HTWD, LVCC, LYON, MDHT, MILF, NORT, NOVI, OXFD, RIVR, ROMS, REDF, SPRI, TAYL, WALL, WAYN, WATE, WHLK, WIXM.

Implementation date for this is TBA.

July 25, 2019

Auto-renewal Vote (Lori Coryell, SASUG Chair)

Motion for SAS to implement automatic renewal of materials in July 2020: Garrett Hungerford (REDF)

Seconded by: Don Priest (SOGT) Motion

passed: Yes=27, No=2, Abst=1.

Yes: ALPK, AUBN, BRIT, CHEL, COMM, DEXT, DHTN, FERN, GARC, HART, HIGH, LYON, MDHT, NORT, NOVI, PONT, REDF, ROAK, ROMS, SLYN, SOGT, TAYL, WATE, WAYN, WHLK, WIXM, WYDT

No: OXFD, SPRI
Abstain: LVCC

April 25, 2019

Auto renewal Andrea Dickson, Wixom Public Library
Motion to vote in the future on implementing auto renewal in July 2020. Motion
by Joan Rogers (WATE)
Garrett Hungerford (REDF) seconds.
All in favor by show of hands.

March 28, 2019

Overriding hard block patron status (Anne Neville, TLN)
Motion to change the hard block override setting to Once per day, unless testing reveals
it does not work as described by: Garrett Hungerford (REDF)
Seconded by Judy Macintosh (NORT)
Vote by show of hands, Nay=2, Aye=everyone else. Motion passed.

January 24, 2019

Remote Voting (Lori Coryell, SASUG Chair)
The results of the paper ballot on the question, Shall remote voting be included in SASUG bylaws?
was Yes:19, No:15, No response:16.

SASUG Mission and Vision Statements (Lori Coryell, SASUG Chair)
Motion to adopt the SAS Mission and Vision Statements by Paul McCann (DEXT)
Seconded by: Alyson Lobert (WALL) Motion passed by unanimous voice vote.

September 27, 2018

Renewal Parameters in CARL (Andrea Dickson, SASUG Chair)
Motion to un-table the motion from last month which was to keep the current renewal parameters at
renewing from the due date by Ed Rutkowski (BRIT)
Seconded by James Lentz (GARC)
Motion to keep current parameters as is by James Lentz (GARC)
Seconded by Ed Rutkowski (BRIT)

Vote by show of hands

Yes: 19

No: 6

Abstain: 1

June 28, 2018

Email Fine Notices (Andrea Dickson, SASUG Chair and Paul McCann, Ex Comm Chair)

Motion by Terri Lancaster (CHEL): Suspend fine notices for six months and revisit it at that time. Motion

Seconded: Connie Ozinga (COMM) All in favor. One opposed.

Motion passes.

Renewal Parameters in CARL (Andrea Dickson, SASUG Chair and Paul McCann, Ex Comm Chair)

Motion by Connie Ozinga (COMM): Wait two months to talk about this again

Seconded Don Priest (SOGT) All in favor. Motion passed.

Removal of Publication Date from Router List (Andrea Dickson, SASUG Chair)

Motion to remove: Ed Rutkowski (BRIT)

Second: Terri Lancaster (CHEL)

All in favor. Motion passed

May 17, 2018

Billing Formula (Paul McCann, Ex Comm Chair)

Motion to adopt the billing formula as it was presented at the March meeting and as it is detailed in the spreadsheet that was distributed.

[The formula passed by ExComm on March 1 billed system costs to members with 65% of costs divided equally by library (Basic Fee), 20% of costs divided proportionally by each library's previous year's circulation (Fee for Circulation), and 15% of costs divided proportionally by each library's number of linked items (Fee for Item Linked). ExComm on March 7 passed a further motion: "The SAS Executive Committee recommends to the TLN Board to use SAS deferred revenue to off-set costs for all libraries seeing an increase for the 2018-2019 budget year by crediting member accounts in the 2018-2019 budget year. The calculation for the credit will be 75% of the '18-19 increase as a year 1 off-set, 50% of the '18-19 increase as a year 2 off-set, and 25% of the '18-19 increase as a year 3 off-set. To clarify, the off-set is meant to ease the impact to libraries over 3 years, but the calculation and credit to member accounts will all take place as of the 2018-2019 budget." This recommendation was approved by the Board.]

Motion to adopt: Bryan Cloutier (OXFD)

Seconded: Becky Willemsen (MDHT)

25 in favor (unanimous vote) Motion passed.

January 25, 2018

Notice Production Schedule (Anne Neville, TLN and Celia Morse, TLN Consultant) -Recommendations:

- Hold pick up notices: item stays on hold shelf for 7 days.
- Hold notifications will be sent first email, with failover to phone, with no more paper notifications.
- Overdue/courtesy notices:
 - a. Courtesy notices will be a three day notice (currently two) by email, then phone if no email, with ability for patrons to opt into text.
 - b. On the day something is due they will get an overdue notice (via email, phone).
 - c. Another overdue notice will be sent via email/phone at seven days late.
 - d. An item will automatically have a LOST status at 21 days. *The notices will come from the library that checked the item out (it will still follow the owning library's rules). Patron will be notified of LOST bill by email first, phone second and then paper.

Notes about notices:

If the patron wants to opt into text notices, then it will be in addition to the other methods, not in lieu of. If patron does not have email or phone, they will not get a notification.

Email bouncebacks will automatically flag the patron record so staff will easily see they have an incorrect email the next time that patron record gets brought up.

Patrons will be able to change their own email address or phone number in system.

New system messages will sound more human (not as much like a computer).

CARL does not send SMS text for overdue notices. CARL might consider changing this in the future.

Motion to accept all the recommendations: Ed Rutkowski, BRIT

Seconded: Patty Braden, ROMS

March 23, 2017

Approval of Database Clean-Up Best Practices and Minimum Requirements Document: Garrett Hungerford (REDF)

Jonathan Deahl (WATE) motioned to approve the Database Clean-Up Best Practices and Minimum Requirements Document. Seconded by Patty Braden (ROMS). Motion passes.

December 8, 2016

Vote on removal of all CVTOVERDUE bills: motion to remove all CVTOVERDUE bills made by Jonathan Deahl, seconded by Connie Jo Ozinga. Motion passes.

April 28, 2016

Vote on MeLCat Recommendation by Ex Comm

The motion is to accept the recommendation by the Executive Committee to not move forward with NCIP and to expand AV lending. Joan Rogers moved, James Lenze seconded, approval of the motion. The motion passed. Amy Rosen asked if there will be a survey about libraries that wish to change their profile. Paul replied yes, but then the timeline of changes will be up to MeLCat.

July 23, 2015

Changes to billing formula

Connie Jo Ozinga made the motion to approve the proposed billing formula recommended by the executive committee. Linda Ballard seconded. The motion was approved.

March 26, 2015

Vote on request by CHEL to add new item types for New Software, New Teen Software and New Juvenile Software - A motion was made at the February meeting to create three new item types for new software, new teen software and new juvenile software by James Lenze (GARC), seconded by Linda Ballard (CHEL).

Motion on the floor to create three new item types for new software, new teen software and new juvenile software by James Lenze (GARC), seconded by Linda Ballard (CHEL) was voted on. Passed.

May 22, 2014

Request for Ultra Low General/1 year user profile: The following motion was made by James Lenze (GARC): "Move to approve a new user profile of Ultra Low General with a one year expiration date". The motion was seconded by Ed Burns (FERN). The motion passed unanimously.

December 12, 2013

Renewal of patron record from another library – NOVI

Paul McCann then made a motion to vote on whether to repeal the existing policy on card renewals. The vote results were 13 in favor of repeal with 3 opposed. The motion carried.

A new policy was formulated and reads as follows:

“Patrons must return to their home library for card renewal. One thirty day extension is allowed to patrons who are not blocked or barred, with dated and initialed note added to the patron record.”

A motion was made by Michelle Wloch and seconded by Elizabeth Gulick to vote on the new policy. The results were 18 in favor, none opposed. The motion carried.

May 23, 2013

Request for change in Michicard User Profile Fine Threshold - WHLK Amy Rosen requested the MichiCard user profile fine threshold be lowered from \$15 to \$5, consistent with WHLK’s use of the ULTLO-GEN default profile. Motion to approve by Connie Ozinga, COMM, seconded by Ed Rutkowski, BRIT. Motion approved.

March 28, 2013

Request to add new Item Category 2: Tween – ALPK

Motion to create a new Item Category 2 of Tween, by Celia Morse (BERK), seconded by jude halloran (HIGH). Motion passed.

August 23, 2012

Vote for the Z Field Proposal Change. The new proposal from Tech Services is: “Subfield Z should not be used when a set is linked as one item. Use of |Z should always follow TLN documentation”, i.e. apply |Z only to multipart sets that will be busted up and circulated separately. Linda Ballard moved to approve, seconded by Laura Gregory. All ayes, motion approved.

June 28, 2012

New item type - NEWRDVD SPRI uses NEWDVD and DVD for 7-day loan DVDs and RDVD for “really, really popular” 3-day loan DVDs. They would like to use NEWRDVD to keep these available for in-households-only for 3 months. J Lenze (INKS) motioned to approve, E. Rutkowski (BRIT) seconded. All ayes. Reminder: if using a new item type, a library must contact TLN to let staff know which circ rule will apply and that they want the item type made visible for linking.

Med-Low General Patron Profile GARC wishes to increase the medium-low general patron profile holds limit from 25 to 50 holds to help address the increase in Mel Cat usage they experience when Garden City schools are closed. Proceeded with a motion by H. Sturm (MANC) to approve increase of holds limit to 50 for this patron profile, seconded by A. Rosen (WHLK). All ayes. This change affects only the threeyear card, the one-year medium-low-general profile and the medium-low-non-resident profile holds limits will remain at 25.

February 23, 2012

New item types request (FERN.) MICHMUSIC, NEW-JMEDIA, NEWYAFIC, NEWYANONFIC, NEW-YADVD, YAMEDIA, New-TEENFIC, NEW-TNONFIC, and NEW1WKDVD.

C. Morse (BERK) motioned, seconded by B. Willemsen (MDHT) to approve a "LOCALMUSIC" item type. All ayes.

January 26, 2012

Cataloging standards. Four requests were made: 1) Stop changing audience code in juvenile record from specific "a" (preschool), "b" (primary), or "c" (pre-adolescent) audience level to "j" (general juvenile) and use record as received. 2) Regarding young adult (audience level "d" records) previously edited as adult: stop editing call numbers (e.g. stop adding Dewey number for fiction) and subject headings (e.g. stop removing "juvenile literature") and use record as received. 3) Stop adding an additional call number field (092 for local call number) to enter Dewey number limited to three digits past the decimal. Keep the

Dewey class number as received in 082 field. If there is no 082 Dewey class number field the 092 will still be added. 4) Stop adding a 099 field for a local free text call number, eg. DVD, BOOK ON DISC, MULTIMEDIA KIT. The GMD (General Material Designation) will still show in the Title field ([video recording (DVD)], [sound recording (CD)], and [sound recording (KIT)]). None of these changes will affect display or searching in the public catalog.

Motion to approve request that these 4 cataloging edits may cease by Jessica Keyser (), second James Lenze (). All ayes.

Request from Novi Library for addition of "international" item type. Motion to approve by Ed Rutkowski (BRIT), seconded by Patty Braden (ROMS). All ayes.

November 10, 2011

Several requests for new item types: NEW TDVD, NEW TBAY, NEW JCD, NEW TCD, NEW JBKONCD, NEW TBKONCD, NEW JSHRTL, NEW TSHRTL, Outreach, Big Book and New Large Print. Libraries encouraged to use Item Category 2 and a Location to help differentiate within an item type, however different item types may be needed when loan periods or fines differ. Motion to adopt the new item types by Joan Rogers (WATE), second by Linda Ballard (CHEL). Mostly ayes, 1 no. Motion carried.

September 22, 2011

Reciprocal lending of audio-visual items within the Shared System

MOTION: As of January 2012, all Item Types that permit holds must be available to all patrons of all Shared System libraries with the following exceptions: NEW Item Types (e.g. NEW-BOOK, NEW-CD, NEW-DVD, etc), may be used to restrict holds to local. Items may be placed under a type so restricted for a recommended maximum of 3 months. Item types used for computer hardware or other equipment (e.g. Kill-a-Watt, eReaders, laptops, computer games, etc.) may be restricted to local hold only. This agreement will be on a trial basis for six (6) months. At the end of that time SASUG will review this policy and revise as needed. Moved by Connie Jo Ozinga (COMM), seconded by Ed Rutkowski (BRIT). 24 in favor, 2 opposed. Motion passed.

New Item Types: REDF requested New Short Loan, New MP3 in prep for sharing AV. Motion to approve by Laura Gregory (MELV), seconded by Teresa Natzke (FRAN). Passed unanimously.

August 25, 2011

Request for new item types: New Juvenile and New YA – Amy Rosen (WHLK); New TV Series and Teen Short Loan Lawrence Marble (SLYN)
SLYN wants to use a different loan period for TV series than for other new DVDs. New nonfiction DVD was proposed as more generic
Motion to create these four item types by James Lenze (INKS), seconded by Lawrence Marble (SLYN). Motion passed unanimously.

Discontinuing use of LocalItem1, LocalItem2, and LocalItem3 item types – Amy Rosen (WHLK)
Motion to retire these item types as of January 1, 2012 by Joan Rogers (WATE), seconded by Tina Hatch (MILF). Motion passed unanimously.

July 28, 2011

Proposed changes to Ultra-Lo-Gen user profile: A motion was made by Paulette Medvecky to lower the hold limit in the Ult-Lo-Gen User Profile from 25 to 15, seconded by Celia Morse (BERK). Some supported lower limits but not changing privilege limit, and some felt more notice was appropriate before changing limits; it was tabled. Motion was revived and passed.

More NEW item types were requested- NF Blu-ray, Blu-ray, J Blu-ray, J DVD. Motion to add them was made by Paulette Medvecky (WAYN), second by Becky Willemsen (MDHT). Motion passed unanimously.

May 26, 2011

Garden City closure- just a few days before the meeting it was announced that Garden City Library would be closing by the end of May. Patrons have all been changed to a new profile Anne created that won't allow them to place holds. Anne reported that she would not usually create a new profile without the groups authorization but felt it was necessary due to the short notice of the closure, so she asked for approval from the group.

Motion to approve the creation of the new profile by Celia Morse (BERK), seconded by Paulette Medvecky (WAYN). Passed unanimously.

Motion to authorize Anne to create new profiles in the future in response to emergency situations by Paulette Medvecky (WAYN), seconded by Lawrence Marble (SLYN). Passed unanimously.

March 24, 2011

Request for LIBRARY CLOSED user profile – Celia Morse

A LIBRARY CLOSED profile with no borrowing privileges would allow outstanding transactions to be completed, and allow the possibility of a library re-opening without re-registering all patrons. That this change can happen all at once at the system level is also useful. Multiple user profiles would not be able to be restored, unless some consistent basis was available (User Cat. 2, for example) for that. The profile should be tested in SAS and with SAM.

ExComm should provide guidelines for its use.

Motion to create a LIBRARY CLOSED user profile allowing 0 checkouts, 0 renewals, and 0 holds by Becky Willemsen (MDHT), seconded by Paulette Medvecky (WAYN). Motion passed unanimously.

Request for new item types JMEDIKIT and TMEDIKIT – Joan Rogers (WATE)

Waterford want to be able to assign different circ periods to these categories of media kits. Motion to create new item types JMEDIKIT and TMEDIKIT by Michael McCaffery (DBHS), seconded by Laura Gregory (TREN). Motion passed unanimously.

December 2, 2010

Becky Willemsen (MDHT) presented final revisions of Damaged or Missing Pieces

Material policy. Motion to approve by Mary Jo Suchy (BELL), seconded by Lawrence Marble (SLYN). Motion passed unanimously.

October 28, 2010

Motion to require items that are not in our cataloging utility to be sent immediately to BDBS for cataloging. Effective when BDBS ready to implement by Becky Willemsen (MDHT), seconded by Amy Rosen (WHLK). Motion passed unanimously.

August 26, 2010

Request for new item type PLAYAWAY – Ed Rutkowski for Pontiac Library

Motion to create a new item type for PLAYAWAY by Ed Rutkowski (BRIT). Seconded by Celia Morse (BERK). Motion passed unanimously.

Motion to create new item type for NEW-PLAYAWAY to facilitate patrons' need to search for all Playaways by Wendy Teagan (NOVI). Seconded by Joan Rogers (WATE). Motion passed unanimously.

July 22, 2010

Request for item types NEW-CD, NEW-AUDIOBOOK

Motion to create item types for NEW-CD, and NEW-BOOKONCD, and NEW-DVD from Bob DeMayer (FERN). Celia Morse (BERK) seconded. Motion passed with one opposed.

May 27, 2010

Motion to implement patron credit accounts in Symphony for the Shared System. It will be up to the discretion of each system library whether to create or honor such accounts. Accounts initially will be authorized to pay for the following bill reasons: Fax, Headphones, Overdue, Photocopy, Postage, Printing, USBdrives. Accounts will have a maximum balance of \$20, and will be non-refundable. Motion made by Ed Rutkowski (BRIT). Joan Rogers (WATE) seconded. Motion passed unanimously.

April 22, 2010

Motion to remove patron name and ID number from Pull Holds report by Lawrence Marble (SLYN). BeckyWillemsen (MDHT) seconded. Passed unanimously.

February 25, 2010

Motion to cease cataloging of analog audiovisual materials by Celia Morse (BERK). Joan Rogers (WATE) seconded. Motion passed unanimously.

January 28, 2010

Proposal to implement patron cash accounts – NOVI

Motion to accept Novi's proposal of implementing patron cash accounts by Joan Rogers (WATE).
Seconded by Sheryl Schumacher (WALL). Motion passed unanimously.

December 6, 2009

Motion by Celia Morse (BERK) that the ALT ID field should not have spaces. Martin Smith (REDF)
seconded. Motion passed.

New item types – Joan Rogers

Waterford Library is making available board games. Motion by Joan Rogers (WATE) to create
BOARDGAME item type. James Lenze (GARC) seconded. Motion passed.

October 22, 2009

Request for new user type

Motion to create a 1-YR MED-LO-GEN user profile by Becky Willemsen (MDHT). Seconded by Lawrence
Marble (SLYN). Approved.

September 24, 2009

**Motion was made by Paul McCann and seconded by Joan Rogers to adopt the policy use of the Sub
|z| field** as proposed by the Technical Services Committee and to require all libraries to send
representative to the initial training sessions. Motion carried unanimously.

June 25, 2009

**Martin Smith requested the addition of a new "users profile" Lo General with a one year expiration
date.**

A motion was made to add a new user profile (1YR-Lo-Gen). Motion carried unanimously.

April 23, 2009

**Mary Rice (WATE) requested the addition of two new items types, Juvenile Software and Juvenile
Reference.** Motion was made and unanimously approved.