

Shared Automation System Users' Group (SASUG)
Thursday, January 23, 2020 @ 9:30am
Royal Oak Public Library
222 East 11 Mile Road, Royal Oak, MI 48067
248.246.3700
ropl.org

Call to Order – 9:33 am
Introductions

Approval of Agenda – Motion by Garrett Hungerford (REDF) / Seconded by Anne Hage (HTWD)

Approval of Minutes from the October 24, 2019 meeting – Motion by Amy Rosen (WHLK) / Seconded by Kimberly Schaaf (SPRI)

System Update (Anne Neville, TLN)

Full text of the update is here:

<https://tln.lib.mi.us/sasupdates/Files/Meeting%20of%20Jan%2023,%202020.pdf>

Reminders:

- Ad Hoc reports training is coming soon! This training is designed for people with experience using SQL. Training dates will begin at the end of February or beginning of March.
- The Calling Tree test in December resulted in 100% of the libraries at the bottom getting the call!
- There are two reports you should not run yourself because TLN runs them for you: Holds Purchase Alert and the Hold Expired List.
- There will be a Claims Returned report coming soon that will be run once a week.
- There are no guarantees CARL will be available before 8 am due to maintenance at TLN.
- Circulation staff have been getting creative with the fields in patron records. Do not get creative and put other things in the fields. Anything special should go in the Notes tab.
- Please do not tell patrons to call TLN.

From Celia Morse (TLN consultant):

There is a CARL upgrade coming and the release will happen before the next meeting. New client instructions will be sent. Some bugs that will be fixed are the problems with patrons suspending and cancelling holds and the CARL Connect Fill List will be dynamic and cancelled holds won't show up. There are going to be many updates that will help prepare for FRBR. There will also be an "Available Now" feature. Once we are happy with these, they will turn on FRBR and we will possibly have a demo at the next SASUG meeting. The relevancy ranking has been improved and the problem with Launchpads and Video Game media types is getting fixed. The facets will likely not work on the mobile version. They are trying to bring the mobile version up to speed with the desktop version. Expect two more releases this year. They are still working on CARL Connect receipts.

Report from the TLN Board (Paul McCann, DEXT, Ex Comm Chair)

At last Thursday's meeting Jenny Marr gave an overview from the Legislative Affairs Committee including information about the proposed amendment to the Library Privacy Act. There was some disagreement on the Committee about it. The amendment is to relax subpoena requirements when crimes occur on library property. The Michigan Library Association (MLA) Board approved the suggested revisions. Now it is up to the senators to adopt the changes. MLA lobbyists will monitor.

There will be a Steering Committee Meeting at Novi on March 6.

Replacement switches were purchased for TLN at a cost of \$47,000. The generator project is moving along. Delivery is expected late February and will be hooked up with exterior work is finished, hopefully by March.

There are many new directors and meetings will be scheduled with them.

Report from the Executive Committee (Paul McCann, DEXT, Ex Comm Chair)

At the meeting two weeks ago Celia Morse covered the CARL upgrade. Angie Michelini presented the switch upgrade contract. The Telecommunication Committee has been filled.

Inkster's grand opening is tentatively scheduled for March 21. There is a question about the condition of the old collection (possible mold) and they might need a new opening day collection.

Auto-renewal testing is coming after the upgrade. July 1 will be the implementation date. There is a call with CARL next week.

Auto-renewal for patrons will only work with individual patron types. There is a question about if self-service activity will register as use. We need to determine parameters and activity date. Will the use of e-content make it an active record? Waiting on answers from CARL.

Data points regarding fine-free libraries and patrons coming back to the library will take some time to compile. We can't go back in time so we can only save data going forward. Here are the fine-free libraries:

Ferndale (mostly; still has fines on new adult materials, no fines on any children's or teen materials)

Taylor

Franklin

Redford

Milford

Garden City

Belleville

Allen Park

Pinckney

Southgate

Lyon Twp

Hartland

Wixom

Report from the Circulation Committee (Brigette Felix, TLN)

Full Minutes are here:

<https://tln.lib.mi.us/committee/circulation/files/minutes/circ%20services%20minutes%20nov%202019.pdf>

The Damage/Missing policy has been updated. The SASUG policy of only one library card will be sent to the Steering Committee in March. The last item record deletion will be a local library decision. Manual fines are used mainly for damaged items. There was also discussion about the MiLibrary Card profile, fine free libraries, reports and temporary cards and two new chairs were elected. The Michigan Activity

Pass (MAP) postcards were well-received and feedback was solicited for poster sizes for the new MAP year.

Unfinished Business

1. Circulation Billing Formula (Paul McCann)

- a. Previously discussed: only checkouts will be counted for the Circulation portion of the billing formula due to auto-renewal implementation.
- b. Ex Comm recommendation that 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).
- c. **The motion was voted on and unanimously approved.**
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

2. Patron Type Subcommittee Report (Kimberly Schaaf, SPRI)

- a. A survey was sent in November to look at the “other” patron types: E-Card, Institution, School, Warrant, and Youth One Year One Checkout. 34 of 53 libraries responded. 14 of the 53 use one or more of these types as determined by the TLN report. 11 of the 14 responded. E-Card: used by 3 libraries, School: used by 5 libraries (2 didn’t respond), Institution: used by 5 libraries, Warrant: used by 0 libraries, Youth One Year One Checkout: used by 1 library with 1 more planning to start using it.
- b. The Subcommittee is making a recommendation to remove Warrant and this will be voted on in the next meeting.
- c. School and Institution are the same parameters but may be linked to different circulation maps so we are not prepared to recommend combining them.
- d. There are some cards in the system with the General User Types that are going away. Anne Neville will look into it.
- e. The committee will hopefully disband in the spring when the work is done.

3. Circulation Committee’s damaged/missing policy/document (Judy McIntosh, NORT)

- a. The recommended changes were put in the policies.
- b. A motion was made to accept the policies with the changes by Sandy Ruhmann (ALPK) and seconded by Donna Winter (LVCC).
- c. **The motion was voted on and unanimously approved.**
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

New Business

1. SAS Policy Compilation Project Patty Braden (ROMS), Ed Rutkowski (BRIT)
 - a. The project members went back through the minutes and pulled out all motions and votes for ease of accessibility and a copy was sent to everyone.

- b. The Ex Comm wanted the SIRSI ones kept in for history.
 - c. The document will be posted on the TLN Website.
 - d. The SASUG Secretary will handle updates going forward.
2. Brief Item Records Paul McCann
- a. When you see brief item records (titles & authors all in capitals, no subject headings) or duplicate records, make a note of the BID and send a help ticket to TLN.
 - b. Janna VanHouten created a document detailing this process:
https://tln.lib.mi.us/dept/technical-services/bibs/files/Upgrade_short_record.pdf
 - c. There are 25,000 brief records out of 1,000,000 catalog records. Jim Flury will ask ALA vendors about fixing these.
3. April 2020 Meeting Location Alyson Lobert (WALL & COMM)
- a. We need a new location for the April meeting. If no library is available, the meeting will be held at ROAK again. Please email Alyson (alobert@commercelibrary.info).

Motion to adjourn meeting by Joan Rogers (WATE) / Seconded by Alyson Lobert (WALL & COMM)

Meeting adjourned at 11:29 am

In Attendance:

Paul McCann (DEXT)
 Adrienne Breznau (ROAK)
 Alyson Lobert (WALL & COMM)
 James Lenze (GARC)
 Sandy Ruhmann (ALPK)
 Laura Gramlich (WYDT)
 Brigitte Felix (TLN)
 Jim Flury (TLN)
 Celia Morse (TLN)
 Anne Neville (TLN)
 Colleen Tabaka (TAYL)
 Holly Teasdale (LYON)
 Terri Lancaster (CHEL)
 Judy McIntosh (NORT)
 Donna Winter (LVCC)
 Joan Rogers (WATE)
 Jaema Berman (ADDI)
 Amy Rosen (WHLK)
 Matt Church (BERK)
 Jody Wolak (WAYN)
 Jude Halloran (HIGH)

Andrea Dickson (WIXM)
 Kimberly Schaaf (SPRI)
 Ed Burns (FERN)
 Anne Hage (HTWD)
 Garrett Hungerford (REDF)
 Patty Braden (ROMS)

Remote Attendance:

Minni Shetty (AUBN)
 Emily Good (DHTN)
 Carolyn Smith (DHTN)
 Toni LaPorte (LVCC)
 Maryann Zurmuehlen (NOVI)
 Jacqueline Seimer (OXFD)
 Edmond Richardson (AUBN/PONT)
 Martin Smith (REDF)
 Azita Frattarelli (RIVW)
 Jessica Wilhoite (ROMS)
 Karen Schiller (SLYN)
 Don Priest (SOGT)
 Suzanne Street (TREN)

Next Meeting

February 27, 2020 / 9:30AM
 Redford Township District Library
 25320 West 6 Mile Road
 Redford, MI 48240
 313.531.5960
 rtdl.org