

Shared Automation System Users' Group (SASUG)

Virtual meeting: Thursday, July 22, 2021

9:30 am

MINUTES

Call to Order—9:30 am

Approval of Agenda – Motion by Garrett Hungerford (REDF) / Seconded by Toni LaPorte (LVCC)

Approval of June 24, 2021 Minutes – Motion by Garrett Hungerford (REDF) / Seconded by Jonathan Deahl (WATE)

System Update

Anne Neville & Celia Morse, TLN

Database maintenance slowed down while everyone was learning CARL and then again during the pandemic. TLN is back to purging expired patron records that have been expired for more than one (1) year and will continue with regular maintenance. Renewals were previously counted in the virtual branch but the latest CARL upgrade featured a change in the SIP configuration that allows renewals to be counted in the transaction branch. This will be reflected in regular basic circulation reports and ZTLN will stop showing up as the renewal branch. Renewals are still not being counted in the billing formula.

Still trying to get the CARL self-check demo video. To answer some outstanding questions: If a patron tries to check out something that has reached the maximum renewals, they will be directed to the Circulation Desk. Email receipts are the only receipts available currently. The staff log-in will be the same as the computers and a staff person would have to manually change the branch dropdown so that is unlikely to happen. TLN needs interest from at least one library to move forward with the purchase: \$8,000 to start and \$2,000/year to maintain that would be paid from the deferred revenue line. Any tablet, laptop or PC can be used with a barcode scanner and RFID pad, if applicable.

The FRBR Catalog will be live the day after Labor Day. There is a lot of database cleanup happening right now. Subject searches return umbrella records, not items, so staff will have to click on it to get to an item. If staff are doing a bibliographic search they will see the FRBR catalog. Within each record the results will show the closest library's results first. The test link will be sent again to staff. When staff finds records that should be combined, open a Help Desk ticket. Librarians will need to start getting familiar with the new catalog now.

Report from Ex Comm

Paul McCann, DEXT

Met July 1, 2021 and discussed the FRBR rollout, database cleanup and the proposed bylaw change of language from "set" to "recommend" policy to allow remove meetings. The ballots are due by August 24, 2021. There was discussion on CARL self-check and a recommendation to adopt the proposed TLN budget. Paul is exploring Library IQ to help with interpreting the raw data from TLN. Nomination forms for Ex Comm are out, the term is October 2021 to September 2023. The ballot will be sent out next month.

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Report from TLN Board

Celia Morse

Met last week, first in-person meeting since February 2020. Welcomed new member Joyce Parker, a retired deputy state treasurer, who will serve until September 2022. There is another vacancy effective October 1, 2021 and the Board is currently seeking nominations. Delivery will be cancelled on a future date due to upcoming construction that requires everything be moved out of the TLN garage. TLN has three (3) active ARPA grants submitted for laptops and other equipment. The TLN Picnic is July 23, 2021 at the Novi Lakeshore Park. The next Board meeting is August 19 at noon at the Belleville Library and the Board is looking for options for hybrid meetings. The budget will be adopted at the September meeting.

Unfinished Business:

A. Hard Blocks and Overrides

Paul McCann

Motion to keep unlimited overrides by Jonathan Deahl (WATE) / Seconded by Teresa Natzke (FRAN)

The motion was voted on and approved.

Motion passed. Yes=27, No=3, Abst=1

YES: ALPK, AUBN, BELL, BERK, BRIT, CHEL, CLAW, COMM, DEXT, FRAN, HART, HIGH, LVCC, LYON, MDHT, MILF, NOVI, OAPK, PONT, REDF, RIVW, ROMS, ROAK, SYLN, WALL, WATE, WIXM, WYDT

NO: FERN, TREN, WHLK

ABST: WAYN

Unlimited overrides will remain and this item will be removed from future agendas.

B. Executive Committee Bylaws

Paul McCann

Please return the ballot to Anne as soon as possible. Remote attendance has been higher than in-person meetings.

C. BayScan Update (ID Scanner)

Garrett Hungerford/John Inman (TLN)

Garrett sent a form, and 33 libraries were interested in the scanners. John reached out to get pricing. Since there is interest for 100 or more scanners, official pricing information and request form will be sent soon. The current top tier for 75+ scanners is \$185/scanner but there may be an even greater discount available. The zip code autofill feature does interfere with the scanning information so that may need to be turned off in the future. The scanners are shipped already configured so it will be very easy to implement.

New Business:

A. SASUG Officers (Secretary / Chair Elect 2021-22)

Kimberly Schaaf

Seeking volunteers/nominations for secretary. Ed Rutkowski (BRIT) will be the Chair, so we are also seeking nominations for Chair-Elect. Please think about volunteering, it is super fun.

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B. Shared System/BDDBS Budget Presentation

Anne Neville

This year's budget highlights include salary line increases due to contractual obligations, TLN switching to a Defined Contribution plan for new hires and temporarily increased administrative costs associated with the change. The increase to the repair and maintenance budget is due to network-wide virus protection software that is being paid by the shared system budget line rather than individual libraries. The increase in the equipment budget is due to computer replacements that were delayed due to COVID. The overhead increase will cover filling a vacant position in the Business Office for a staff person who resigned before the pandemic and will be filled now. The formula for revenue cost per library is the same basic formula: 65% fee for all member libraries, 20% based on circulation, 15% based on number of items linked. This year's budget will be using the same numbers as last year's (July 1, 2019 to June 30, 2020 for circulation and number of items linked as of June 30, 2020) to avoid any major budgetary swings. The items linked formula excludes withdrawn items and those that are missing, lost, magazines, Hoopla, Overdrive, or MelCat records. It is anticipated that next year will see a return to using current data.

Motion to accept the Shared System budget as presented by Patty Braden (ROMS) / Seconded by Jonathan Deahl (WATE)

The motion was voted on and approved.

Motion passed. Yes=31, No=0, Abst=1

YES: ALPK, AUBN, BELL, BERK, BRIT, CHEL, CLAW, COMM, DEXT, FERN, FRAN, HART, HIGH, LVCC, LYON, MDHT, MILF, NOVI, OAPK, PONT, REDF, RIVW, ROMS, ROAK, SLYN, TREN, WALL, WAYN, WHLK, WIXM, WYDT

ABST: WATE

Motion to accept the BDBS budget as presented by Patty Braden (ROMS) / Seconded by Jonathan Deahl (WATE)

The motion was voted on and approved.

Motion passed. Yes=31, No=0, Abst=1

YES: ALPK, AUBN, BELL, BERK, BRIT, CHEL, CLAW, COMM, DEXT, FERN, FRAN, HART, HIGH, LVCC, LYON, MDHT, MILF, NOVI, OAPK, PONT, REDF, RIVW, ROMS, ROAK, SLYN, TREN, WALL, WAYN, WHLK, WIXM, WYDT

ABST: WATE

Adjournment

Motion to adjourn by Jonathan Deahl (WATE) / Seconded by Jody Wolak (WAYN)

Meeting adjourned at 11:17 am.

Next Meetings:

August 26, 2021 / 9:30 am – Virtual

Shared Automation System Users' Group (SASUG)

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Remote Attendance:

Adrienne Breznau (ROAK)

Alyson Lobert (COMM)

Amy Rosen (WHLK)

Andrea Dickson (WIXM)

Anne Neville (TLN)

Azita Frattarelli (RIVW)

Bonnie Holzerland (MDHT)

Brigette Felix (TLN)

Carrie Ralston (WALL)

Celia Morse (TLN)

Donna Janke (HART)

Donna Winter (LVCC)

Ed Burns (FERN)

Ed Rutkowski (BRIT)

Edmond Richardson (PONT)

Erin Chapman (TREN)

Garrett Hungerford (REDF)

Hilary Savage (BELL)

Jenni Gannod (CLAW)

Jessica Wilhoite (ROMS)

Jim Flury (TLN)

Jody Wolak (WAYN)

John Inman (TLN)

Jonathan Deahl (WATE)

Jude Halloran (HIGH)

Karen Schiller (SLYN)

Kim Oakley (ALPK)

Kimberly Schaaf (OAPK)

Laura Gramlich (WYDT)

Martin Smith (REDF)

Maryann Zurmuehlen (NOVI)

Matt Church (BERK)

Minni Shetty (AUBN)

Pam Quackenbush (LYON)

Patty Braden (ROMS)

Paul McCann (DEXT)

Roslyn Yerman (MDHT)

Sandy Ruhmann (ALPK)

Teresa Natzke (FRAN)

Terri Lancaster (CHEL)

Tina Hatch (MILF)