

Shared Automation System Users' Group (SASUG)

Virtual meeting: Thursday, August 27, 2020

9:30 am

MINUTES

Call to order – 9:30 am

Introductions were made in the chat box.

Approval of Agenda – Motion by Toni LaPorte (LVCC) / Seconded by Paul McCann (DEXT)
Approval of July 23, 2020 Minutes – Motion by Garrett Hungerford (REDF) / Seconded by Holly Teasdale (LYON)

System Update

Anne Neville, TLN

There will be a client upgrade coming, Anne will let us know when. Ring Central will be replaced with Zoom for online meetings and Anne and Brigette Felix (TLN) are working on implementing it for remote training as well. A fall start is anticipated. A reminder: the default PIN for patrons with no phone number in CARL is 9999. (Otherwise the default PIN is the last 4 numbers of the phone number.) CARL changed the way the MeLCat data was extracted in March so items with changed status (i.e. Charged, Withdrawn, etc.) are not being sent correctly so you may be seeing requests for items that have been checked out. CARL is working on fixing it. The staff passwords for CARL will be changed in September.

Report from TLN Board

Paul McCann, Ex Comm Chair

Board Member Reginald Williams passed away recently and was remembered with a moment of silence. Jim Flury spoke about his recent presentation to Malaysian libraries. The generator issue is still facing legal hurdles. The Director position received 30 applications and some candidates have been screened out, resulting in 5 candidates who are very strong. The search committee is working with GovHR and the first round of interviews will be virtual. The Steering Committee will meet tomorrow (August 28) and review the complete budget for TLN. There are some questions about two smaller libraries (Ecorse and River Rouge) and a 25-50% cut in State Aid is anticipated for the 2021-2022 budget. The Board had a closed session to discuss the Director search which is moving along but may have a tight transition or period of vacancy while negotiations are happening.

Report from Ex Comm

Paul McCann

The August 13 meeting featured discussions on the Director search and the budget. Ex Comm recommends adopting the budget as written. 13 libraries are getting circuit upgrades. The telecomm bids are due September 9. The technology renewal had an August 17 deadline. Ex Comm also recommends turning the lost notices back on. Celia Morse (TLN) demonstrated the FRBR Catalog. Auto-renewal for items and patron cards was discussed, and patron cards will be presented at the September SASUG meeting. The brief title records were at 25,000 in the catalog and are now at 9,000. 14 out of 45 libraries are sending new items for holds system-wide. Dexter started sending new items and it has not decimated their collection. Doing this would help everyone's patrons get the materials they want as quickly as possible. There is a 1.9% increase in the budget due to contractual salary requirements, supplies, postage and the phone line for increased notifications, but there is a decrease in overhead due to a retirement. Ecorse and River Rouge are still closed and there are concerns about their ongoing viability. Ecorse will not re-open until the entire state is open but they are still contracted to pay shared system bills. \$45,000 in deferred revenue has been earmarked to cover any unpaid portion of the contract. More funds will be moved to the capital reserve. The recommendation passed unanimously. There will be checks sent in October for online fine payments and then quarterly after that. Authorize.Net doesn't correspond to CARL which leads to accounting problems. Ex Comm elections are coming up as

Minutes prepared by SASUG Secretary, Adrienne Breznau, Royal Oak Public Library

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well as Overdrive card check rules, SASGuest parameters and re-opening updates. TLN drivers went to River Rouge and Ecorse to retrieve delivery bins and Anne Neville and Brigitte scanned 36 tubs of items to route back to owning libraries.

Unfinished Business:

1. Hard Blocks and Overrides

Paul McCann

This item is on the agenda for monthly review. Unlimited overrides will remain in place for now.

2. Auto-Renewal Testing Update

Anne Neville

All is working well and we need to decide when we want CARL to implement.

Motion to go live with Auto-Renewal on October 1, 2020 by Garrett Hungerford (REDF) / Seconded by Joan Rogers (WATE)

The motion was voted on and unanimously approved.

Motion passed. Yes=33, No=0, Abst=0

YES: ADDI, ALPK, AUBN, BELL, BERK, BRIT, CLAW, COMM, DEXT, FERN, FRAN, GARC, HMTK, HART, HIGH, INKS, LVCC, LYON, MDHT, NORT, NOVI, OXFD, PONT, REDF, ROAK, SLYN, SPRI, TAYL, TREN, WALL, WATE, WIXM, WYDT

3. FRBR Update

Celia Morse, TLN Consultant

Please encourage staff to continue looking at and testing it, while remembering that the test database features data from 2019. The test catalog may be found at catalogtest.tln.lib.mi.us.

4. SAS Director Survey Results

Kimberly Schaaf, Springfield Township
Adrienne Breznau, Royal Oak

32 libraries responded to questions about operations during the ongoing COVID-19 pandemic. The data is from July 24 so it may have been updated since then. The results of the survey were posted in the Google link for the detailed version with summarized results sent via PDF. Contact Kimberly or Adrienne if you have follow-up questions.

New Business:

1. **Lost Notices**

Garrett Hungerford, Redford

Request to turn lost notices back on so we can get materials back. The notices will not be sent retroactively but we can send a "Second Lost" notice for items that went into Lost status March-August. Redford plans to renew everything and go through the entire notification process again. Lost notices will be printed and mailed if there is not a valid email address on the account.

Motion to turn Lost Notices back on immediately by Teresa Natzke (FRAN) / Seconded by Hilary Savage (BELL)

The motion was voted on and unanimously approved.

Motion passed. Yes=35, No=0, Abst=0

YES: ADDI, ALPK, AUBN, BELL, BERK, BRIT, CLAW, COMM, DEXT, FERN, FRAN, GARC, HMTK, HART, HIGH, INKS, LVCC, LYON, MDHT, NORT, NOVI, OXFD, PONT, REDF, ROAK, ROMS, SLYN, SPRI, TAYL, TREN, WALL, WATE, WHLK, WIXM, WYDT

2. Lost Materials in the Fine-Free Environment

Garrett Hungerford

There is a difference in fines vs. fees and the lost fee still applies but when the item is returned the fee is completely waived. Lost notices will go back on before collections activity

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happens. TLN can send a Second Lost notice with different language than the initial Lost notice.

3. Hourly Media Code

Paul McCann

Request for a new media code that allows for hourly checkouts, customizable by library via exception rules. Fines could be assessed hourly as well. This would act as a public library parallel to college course reserves in academic libraries. Notifications would not be the same because of the auto-generation and different parameters for this media code. Celia Morse recommends that libraries do not bend existing media codes to fit items for which they were not intended.

Motion to add an hourly media code by Garrett Hungerford (REDF) / Seconded by James B Lenze (GARC)

The motion was voted on and unanimously approved.

Motion passed. Yes=36, No=0, Abst=0

YES: ADDI, ALPK, AUBN, BELL, BERK, BRIT, CLAW, COMM, DEXT, FERN, FLAT, FRAN, GARC, HMTK, HART, HIGH, INKS, LVCC, LYON, MDHT, NORT, NOVI, OXFD, PONT, REDF, ROAK, ROMS, SLYN, SPRI, TAYL, TREN, WALL, WATE, WHLK, WIXM, WYDT

4. Ex Comm and SASUG Nominations/Elections

Alyson Lobert, SASUG Chair

The nomination forms were sent via email on August 20. There are two at-large positions for Ex Comm. The forms are due tomorrow, August 28. SASUG needs a chair-elect, who will observe for a year and take over the following year so it is a two year commitment. Email Alyson if you are interested. Adrienne Breznau volunteered for a second term as Secretary.

5. Syndetics Unbound

Celia Morse

We received enhanced content for the catalog from Syndetics (book jackets and professional reviews for \$12,000/year) and LibraryThing (tags, awards, readalikes, and series info for \$15,000/year). Syndetics just rolled out Syndetics Unbound which combines the enhanced content for 25% more than their regular price, or \$16,000/year for a \$10,000/year savings. This year would be pro-rated.

Motion to subscribe to Syndetics Unbound for \$16,081/year for 5 years and drop LibraryThing by Patty Braden (ROMS) / Seconded by Holly Teasdale (LYON)

The motion was voted on and approved.

Motion passed. Yes=36, No=0, Abst=1

YES: ADDI, ALPK, AUBN, BELL, BERK, BRIT, CLAW, COMM, DEXT, FERN, FLAT, FRAN, GARC, HMTK, HART, HIGH, HTWD, LVCC, LYON, MDHT, NORT, NOVI, OXFD, PONT, REDF, ROAK, ROMS, SLYN, SPRI, TAYL, TREN, WALL, WATE, WHLK, WIXM, WYDT
ABST: INKS

6. SAS and BDBS Budget Presentation

Anne Neville

Overall there will be a 1.9% increase in the budget. The presentation is late due to state aid information being delayed. The budget was prepared with no state aid but Angie Michelini (TLN) is bringing in more money in earned income. TLN is also saving money on mileage, but postage and printing are increased because they are in the operations budget now, rather than being billed to individual libraries. There are also more phone notifications going out to the phone cost has increased. Repairs and maintenance are down because there are fewer batteries needed with the upcoming generator installation and the Event Tracker subscription

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was dropped. No new computers need to be purchased this year. The BDBS budget is up 1.1%. Capital Reserve is projected to be \$120,000-\$140,000 and \$430,000 in deferred revenue so there will be some moved to Capital Reserve. Circulation and Items (not magazines, lost, withdrawn, or missing items) are the only flexible factors in the formula for library cost because Renewals has been removed from the calculation.

Motion to approve the SAS budget by James B Lenze (GARC) / Seconded by Paul McCann (DEXT)

Motion was voted on and unanimously approved.

Motion passed. Yes=36, No=0, Abst=0

YES: ADDI, ALPK, BELL, BERK, BRIT, CLAW, COMM, DEXT, FERN, FLAT, FRAN, GARC, HMTK, HART, HIGH, HTWD, INKS, LVCC, LYON, MDHT, NORT, NOVI, OXFD, PONT, REDF, ROMS, ROAK, SLYN, SPRI, TAYL, TREN, WALL, WATE, WHLK, WIXM, WYDT

Motion to approve BDBS budget by James B Lenze (GARC) / Seconded by Andrea Dickson (WIXM)

Motion was voted on and unanimously approved.

Motion passed. Yes=35, No=0, Abst=0

YES: ADDI, ALPK, BELL, BERK, BRIT, CLAW, COMM, DEXT, FERN, FLAT, FRAN, GARC, HMTK, HART, HIGH, HTWD, INKS, LVCC, LYON, MDHT, NORT, NOVI, OXFD, PONT, REDF, ROMS, ROAK, SLYN, SPRI, TAYL, TREN, WALL, WATE, WIXM, WYDT

Adjournment

Motion to adjourn by Joan Rogers (WATE) / Seconded by Donna Winter (LVCC)

Meeting adjourned at 11:18 am.

Postponed for future meetings:

1. Patron-Type Subcommittee report

Kimberly Schaaf

Remote Attendance:

Adrienne Breznau (ROAK)

Alyson Lobert (COMM)

Amy Rosen (WHLK)

Andrea Dickson (WIXM)

Anne Hage (HTWD)

Anne Neville (TLN)

Betty Adams (INKS)

Bonnie Holzerland (MDHT)

Brigette Felix (TLN)

Carrie Ralston (WALL)

Cathy Buehner (HIGH)

Celia Morse (TLN)

Chris Brennan (FERN)

Colleen Tabaka (TAYL)

Donna Janke (HART)

Donna Winter (LVCC)

Ed Burns (FERN)

Ed Rutkowski (BRIT)

Edmond Richardson (PONT)

Erin Chapman (TREN)

Garrett Hungerford (REDF)

Hilary Savage (BELL)

Holly Teasdale (LYON)

Jackie Seimer (OXFD)

Jaema Berman (ADDI)

James B Lenze (GARC)

Jenni Gannod (CLAW)

Jessica Wilhoite (ROMS)

Joan Rogers (WATE)

John Inman (TLN)

Judy McIntosh (NORT)

Karen Schiller (SLYN)

Kim Oakley (ALPK)

Kimberly Schaaf (SPRI)

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Laura Gramlich (WYDT)

Martin Smith (REDF)

Maryann Zurmuehlen (NOVI)

Michael Cummings (FLAT)

Minni Shetty (AUBN)

Pam Quackenbush (LYON)

Patty Braden (ROMS)

Paul McCann (DEXT)

Rebecca Stout (BERK)

Sandy Ruhmann (ALPK)

Suzanne Street (TREN)

Tamara Sochacka (HMTK)

Teresa Natzke (FRAN)

Toni LaPorte (LVCC)

Next Meeting:

Thursday, September 24, 2020

9:30 am