

Shared Automation Users' Group (SASUG)
Thursday, August 23, 2018 9:30AM
Dexter District Library | 3255 Alpine St. Dexter, MI 48130

Call to Order: 9:31

Andrea Dickson, SASUG Chair

Introductions

Approval of Agenda:

Motion by: Connie Jo Ozinga (COMM)

Seconded by: Ed Rutkowski (BRIT)

Approval of Minutes from the July 26, 2018 meeting:

Motion by: Ed Rutkowski (BRIT)

Seconded by: Anne Hage (HTWD)

System Update (Anne Neville, TLN)

CARL Training: TLN will be offering training on circulation and linking in Sept, then serials and acquisitions in October. The training schedule should be out during week of Aug 27. Reports training will be coming sometime this fall but is not scheduled yet. There are a couple of canned reports in CARL client already (the purchase alert and cancel holds), but more will come and TLN is still working through details on reports to see what is the most useful. Access to reports will be given to libraries as soon as someone within the library has had training. Canned reports will be the focus of training. The more robust report feature requires basic knowledge of SQL.

Hold Cancellation Issue: When a staff member cancels a hold for a patron, the box that asks if we want the patron to be notified was previously automatically checked. TLN now has that box unchecked by default. Question about whether the box can go completely away. Making the box go away is possible, but it is a system wide thing. ALSO - If the whole box goes away, then patrons WILL get a hold cancellation notice no matter what (that's how it's being understood by TLN staff). TLN is asking CARL if that is indeed true so that we can have accurate information to make a decision on whether to have it or not.

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

Discussion about suggested conditions for returning members (printed summary distributed).

Discussion about Flatrock/Gibraltar in regards to non-resident issues as it relates to the co-op.

On a side note about non-resident fees: The library of Michigan has issued guidelines in the past (formula) for determining a non-resident fee that takes into account the tax-payers of that community and what those tax-payers pay in property taxes, etc..

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

Suggested points for returning members (see below under New Business). Determining fairness of guidelines with the goal being a recommendation.

Inkster had their reopening of the temp location on Monday August 20th and it's a smaller space than what they had. They purchased a new building that will open May of 2019. Use the TLN member page for Inkster's hours and location (not the Inkster website). Inkster brought just a small portion of their

collection to the current temp building and the items at Inkster will not be available for ILL because there is no way to determine what is actually in the temp location.

Unfinished Business

1. **TLC CARLx ILS Post Migration (Anne Neville)**

Acquisition feature and Venders are almost complete. Unique management is getting closer, CARL had to develop the ability to have different thresholds, etc. in order for this feature to work.

FRBR Catalog: CARL hopes to get it up on a test server in September for TLN and get some feedback. It wouldn't be out there for the public at that time, but we could see what's going on and give feedback. The FRBR (Functional Requirements for Bibliographic Records) Catalog puts all formats of an item under the same "umbrella" title record so patrons can easily see what different format an item comes in.

MelCat: Hoping to still be on track for Labor Day, we just found out that CARL cannot provide the patron and bib files in the exact format that Library of MI needs. John is going to format them himself. The formatting issue will have to be done on an ongoing time frame, but this is not that different from WorkFlows. Brigitte is pretty much done with the Mel documentation on how to handle Mel in CARL. *Question*: If a library wanted to loan media, can a library do that? That answer partially depends on MeL; they don't like to do just one or two libraries at a time. Having said that, if a library does want to change, it must also go through TLN because anytime something touches the shared system then you have to work with TLN as soon as possible because that impacts every library on it.

Overdrive records: After acquisitions / unique management issues are sorted out then CARL and TLN will be looking at getting Overdrive dealt with in terms of e-resource records in the patron catalog. There is no date for this.

2. **Renewal Parameters in CARL (Andrea Dickson, SASUG Chair / Paul McCann, Ex Comm Chair)**

At the June meeting (Commerce) we discussed how the renewal parameters in CARL are different than they were before (items renew from the due date not the date of that the renewal takes place on). At that meeting it was decided to table the issue for a couple months. One thought is that if a patron can have something for 90 days right away then there is a big potential issue for lost materials, etc. Another thought is that in terms of a business strategy, this lets people stay away for 3 months and that isn't the best practice for keeping people interested in the library. Several attendees felt that it benefits the patrons and provides good service toward the patron so that if they are going on vacation or something like that they can handle it before they leave (not while on vacation). Several members reported patrons giving positive feedback on this feature. Conversely, a few reports came of several patrons being annoyed that they cannot accomplish getting the same due date for all the checkouts with a renewal. Concern expressed about whether taking this feature away now (or at a later date) would actually upset people because they will be used to it by that point. Reports that some patrons are using this for extending TV series right away.

*Something to keep in mind about this topic: each library can adjust their own checkout periods or amount of renewals on items (making one renewal instead two allowed). There is no ability to limit the time frame when patrons renew (for example make them wait until they've had the item a week).

Motion to discuss in two months: Ed Rutkowski (BRIT)

Second: Connie Jo Ozinga (COMM)

Motion Withdrawn: Ed Rutkowski (BRIT) - There is concern about whether waiting will make any difference in opinions. Paul McCann suggests voting today to keep the renewals as is.

Motion made to keep current renewal parameters: James Lenze (GARC)

Second: Becky Willemsen (MDHT)

Motion tabled until September's meeting.

*Extensive discussion about whether remote voting via internet is permissible under the Open Meetings Act and/or other law/guideline.

New Business

1. Conditions for Returning Members (Paul McCann, Ex Comm Chair)

Recommendation print-out distributed (this was emailed out with the agenda). The objective with this recommendation is fairness to the system libraries. There are incentives for new members and there are reimbursements for members who leave, so these factors are taken into account on the recommendations. Several members expressed approval of the recommendations. Significant objection was not made by anyone at the SASUG meeting. One comment: with this recommendation, there is incentive for a library to wait ten years before re-joining.

2. 2018-2019 Budget Review/Approval (Anne Neville, TLN)

Budget print-outs distributed with agenda email.

The budget meeting is incorporated into the SASUG meeting (as it has been for the past couple of years). Budget meeting normally happens in July, but due to the CARL issues it was pushed to August.

Main Points on Budget:

- a. Shared tech budget (Page 2 near bottom) –Maintenance costs have gone down around 50%.
- b. Bib and databases budget- not much change.
- c. Small difference in salaries, they went down a little because of the way TLN appropriated employees across departments.
- d. Changed vendor for authority control (which was our previous ILS vendor) and that went up slightly (under contract services) as a result. No questions from the group.
- e. Formula and division of cost: Exec Comm spent several months on how to share costs and came up with a formula for it which was presented months ago.
 - Base fee 65%, Circ 20%, Items linked 15%.Some libraries are seeing an increased cost with the new formula and deferred revenue was going to be used to offset the increase to those libraries. One library present (COMM) declined the deferred revenue because it wasn't significant. TLN welcomed that offer.
- f. Exec. Comm made the recommendation that the budget be approved.

Motion to approve Bibliographic budget: Maryann Zurmuehlen (NOVI)

Second: Connie Jo Ozinga (COMM)

Vote results: 21 Yes / 0 No

Motion to approve Shared Technology: Maryann Zurmuehlen (Novi)

Second: Connie Jo Ozinga (COMM)

Vote results: 21 Yes / 0 No

Adjournment

Motion by: Lori Coryell (CHEL)

Seconded by: Ed Rutkowski (BRIT)

Next Meeting

September 27, 2018 / 9:30AM
Redford Township District Library
25320 West 6 Mile Road
Redford, MI 48240

Attendees:

Connie Jo Ozinga (COMM)
Anne Neville (TLN)
Amy Rosen (WHLK)
Hilary Savage (BELL)
Brandi Swinehart (ALPK)
Brigette Felix (TLN)
Lori Coryell (CHEL)
Donna Winter (LVCC)
Paul McCann (DEXT)
Donna Olson (SLYN)
Maureen Simari (NORT)
Andrea Dickson (WIXM)
Adrienne Breznau (ROAK)
James Lenze (GARC)
Martin Smith (REDF)
Anne Hage (HTWD)
Ed Rutkowski (BRIT)
Vanessa Verdun-Morris (TAYL)
Maryann Zurmuehlen (NOVI)
Alyson Lobert (WALL)
Angie Michelini (TLN)
Rick Rosekrans (TLN)
Becky Willemsen (MDHT)
Kimberly Schaaf (SPRI)

Online Attendees:

Barbara Rentola (HART)
Carolyn Smith (DHTS)
Don Priest (SOGT)
Ed Burns (FERN)
Jean Hansen (WATE)
Jacqueline Seimer (OXFD)
Jenni Gannod (CLAW)
Karen Schiller (SLYN)
Kim Oakley (ALPK)
Lauren Arnsman (BERK)
Lucie Smith (CHEL)
Luke Ervin (SLYN)
Michael McEvoy (NORT)
Patty Braden (ROMS)
Terri Lancaster (CHEL)
Tina Hatch (MILF)
Edmond Richardson (PONT)
Minni Shetty (AUBN)
Holly Teasdale (LYON)
Toni LaPorte (LVCC)
Roslyn Yerman (MDHT)