Governing Council Minutes – 5/17/2019

Mary Wilcox Memorial Library (Whitney Point)

Items Stuck in Discard – 4CLS is ordering a new report from Sirsi that will close open orders (from a long time ago). These open orders cause items to get stuck in discard. Running the report should allow those items to be removed. The report is scheduled to be installed on June 4th, after a brief testing period we will start running the report so we can clear the items stuck in DISCARD/MISSING.

E-Mail Charge Receipts – Workflows can now offer the option of e-mailing charge receipts to patrons. Two new buttons display in the checkout screen- 1. E-Mail All Checkouts and 2. E-Mail Current Checkouts. If pressed (staff should ask the patron if they would like an e-mail receipt) receipts will be e-mailed to the e-mail address in the patron record. If they do not have an e-mail address in their patron record, staff will be prompted to type one in (This would be a good time to add the e-mail address to their patron record). The text in the e-mail can be customized, however it will be the same for all libraries. Consensus is to turn it on system-wide. 4CLS will tweak the text and send to the Governing Council list before activating.

SMS (Text) Messaging – Sirsi is switching to a new vendor for text messaging. The messages that we received as part of the initial trial period will expire when the new vendor takes over. 4CLS has purchased 5,000 messages (for $600) that will expires if not used after one year.

We won't know the extent of the changes to how messaging will operate until the new vendor takes over.

Texting is currently available for hold pick up notices. Overdue notices and courtesy notices will be added soon. Bills will continue to be generated on paper.

To sign up for text messaging, contact Automation.

Automatic Renewal – Auto Renewal is live and working. Some libraries are experiencing a drop in fine income. To sign up for auto-renewal, contact Automation.

J Fine Free / Moving to New Item Types – Jeff distributed the schedule for moving juvenile items to the new J Item Types. This move is necessary for all libraries, whether or not they have chosen to go J fine free in order for ILL to work correctly. Jeff will work on a library by library basis, moving items in bulk in the overnight hours. Going forward, when barcoding new items, use the new J item types (JBOOK, etc.).

Libraries that have recently completed barcoding or are currently or haven't started barcoding are not yet scheduled (this is to lessen the confusion of changes while they are barcoding). They will be scheduled sometime in August or shortly after they complete the barcoding.

Jeff will notify libraries when their items have been shifted. Items without an item category 2 will not be moved.

Bonus Agenda Item – 7DayLoan Item Type – There is a 7DayLoan item type that many libraries have tried to use for different kinds of materials. The default of this item type is 10 cents a day for overdue

items. For items like hot spots, it is more appropriate to set up a new item type. Contact Automation to do so.

E-Rate – 4CLS has not yet received a funding commitment for the most recent round. The plan is to add fiber via Spectrum where available. Where fiber is not yet available efforts will be made to increase bandwidth. Billable work can not take place before July.

Ballot for Automation Fee Vote – Ballots were distributed via delivery this week. Libraries that have signed an online contract may each cast one vote. The question- whether to proceed with another 3 year cycle of established automation fees (2020-2022) or to go back to recalculating each year. The deadline for voting is September 1. Completed ballots should be sent to Steve via delivery. The majority of votes received will determine the winning course. Direct any questions to Steve.

HOOPLA – Hoopla is a digital content product from MidWest Tapes that includes e-books, digital audiobooks, and streaming tv shows and movies. In all, it includes 700,000 titles.

BCPL has had a subscription for a few years. The pricing model is different from Overdrive (as is a lot of the content). Instead of purchasing individual titles, the subscribing library (or group of libraries) is charged for each patron use (with the cost ranging from $2-$4). Each patron gets a limited number of downloads per month. Those limits can be set and tweaked as needed.

The Electronic Resources Advisory Committee (ERAC) will take a closer look and recommend a model for additional libraries to join in with BCPL's subscription.

New Online Progress – Contracts received from Otego and Bainbridge. Only 2 libraries remain (Nineveh and Milford). Barcoding continues in the other libraries.

General Discussion:

A new state law forbids smoking within 100 ft of a library entrance. Libraries will be required to add signage and inform staff and patrons of the new restrictions. Enforcement is the responsibility of the county health department. More information to follow.

There is a construction workshop scheduled for Monday, June 10 in Sidney. See the intranet for registration information.

The annual dinner is coming up June 3. We're trying a new venue this year – the 6th Ward Athletic Club in Oneonta. For registration information contact Sherry Gorman (sgorman@4cls.org).

Next Meeting – August 16th in Sherburne at 10 AM (with a GoToMeeting option).

Attendence (In Person)

Steve Bachman (4CLS)
Connie Dalrymple (Norwich)
Carol Boyce (Vestal)
Colleen Law-Tefft (Sherburne)
Nancy Wilcox (Oxford)
Pat Parks (Stamford)

Emily Creo (4CLS)
Brian Lee (4CLS)
Sherry Kowalski (BCPL)
Jacie Spoon (BCPL)
Tina Winstead (Oneonta)
Dave Kent (Cooperstown)
Claire Ottman (Cherry Valley)

Attendence (online)
Ben Lainhart (JC)
Cher Douglas (Lisle)
Michelle Priola (New Berlin)
Ramona Bogart (Afton)
Seth Jacobus (Endicott)
Susan Frisbee (Delhi)
Xina Sheehan (Franklin)
Beth Paine (Sidney)
Sue Rowe (Gilbertsville)
Echo Weller (Springfield)
Clara Lantz (Smyrna)
Robin Avolio (South New Berlin)
Gary Quarella (Greene)
Kaitlyn Forbes (Richfield Springs)
Joann Haberli (Hancock)
Mystery Caller 1
Mystery Caller 2