

Governing Council – 11/8/2019

Huntington Memorial Library & GoToMeeting

Introductions – Welcome extended to Jacqueline Foster, new library director at Gilbertsville.

Old Business – Problems with discharged items re-appearing on patron records is back at WP.

In the aftermath of the system upgrade, some patrons may not be receiving e-mail notices. Send examples to automation@4cls.org

2020 Schedule

February 21 – GoToMeeting – 10 AM

May 15 – Whitney Point – 10 AM (with GoToMeeting option)

August 21 – Springfield – 10 AM (with GoToMeeting option)

November 20 - Sidney – 10 AM (with GoToMeeting option)

Calendar Wizard – Our annual reminder to set up your library's closed dates in the system calendar. Jeff sent instructions with the meeting agenda (attached). For most libraries this entails logging into the Supervisor account (to get login info, contact automation).

Items Stuck in Discard/Missing – A list of the thousands of items stuck in missing was sent before the meeting (items that have been in discard since before 2013 and on which \$5 or less is owed). No clear consensus yet on proceeding. Some libraries have concerns about deleting the fines. Jeff will look further into the options to see if a by-library opt-in is feasible. Hopefully this will be resolved by the end of the year. Brian will create a report that shows ALL fines on discarded items by library and distribute.

Overdue Notices – 4CLS will be discontinuing the 3-part mailers by the end of the year. Most libraries have already converted to printing their own notices. To start the process, send a ticket to automation. Once converted, libraries will print their own notices. Patrons with e-mail addresses will also be able to receive courtesy notices, overdue notices, and hold pickup notices via e-mail.

Shared Storage – One result from the recent migration is that the 4CLS ILS server is being backed up each night on the server of the Southern Tier Library System (STLS) and vice versa. This helps protect data from a catastrophic loss. Also, in the event of a catastrophic loss of equipment at 4CLS, our system can be run from STLS (and vice versa).

Juvenile Fine Free – 99% of the materials has been migrated to the new J item types. When you barcode new juvenile items, make sure to use one of the new J item types (JBOOK, JDVD, etc.). If you find items that accrue fines and should not, send the item id (barcode #) and title to automation@4cls.org.

Bonus – 4CLS will be setting up a JHoliday item type that will have a 1 week loan period.

E-Rate – We are still waiting for federal approval to implement the next phase.

Symphony Upgrade – Symphony (workflows) will be updated by the end of the year. Notice will be sent when the day is scheduled. After the update, workflows will have to be updated on each computer.

SMS Text Messaging – Overdue notices, Overdue Reminders and Hold Pickup notices are now being sent by text. 4CLS now has a report that can generate a list of patrons that have opted into receiving SMS Text5 messages.

Sneak Peak at Website – The new format of the website was shown. More work is needed on the underlying pages before the full site can go live. Based on member and patron feedback, the new design has prominent links for member library information and an option to log into a patron account. Purple remains, but no more red.

Online Progress – This week, 4CLS received a signed contract from Milford. Now, ALL 4CLS libraries have signed automation contracts! Progress continues. We expect Edmeston will be the next to go live in early December.

Other Discussion:

Online Registration – Libraries would like to offer an option for patrons to file for a library card online. Systems handle this in different ways. There are many questions to answer.

Meescan – Meescan offers a way to use tablets with the circulation system so that could be used as an inexpensive self-check station. Also staff could use tablets at remote sites for library card sign-up, etc. Sirsi has a similar option, but it has been several years since we got a quote. 4CLS will get an updated quote and compare it to Meescan. Then the membership will be polled on how to proceed.

Carol Boyce is retiring from Vestal in January 2020.

BCPL has a FT Library Clerk position open and a part time custodian position open.

In Attendance:

Jacqueline Foster (GI)

Kaitlyn Forbes (RS)

Beth Paine (SI)

Robin Avolio (SN)

Stephanie Champney (WP)

Echo Weller (SP)

Barb Potter (HR)

Sarah Reid (4CLS)

Emily Creo (4CLS)

Tina Winstead (ON)

Brian Lee (4CLS)

Heather Johnson (WA)

Deb Stever (DE)

Susan Frisbee (DI)

Nancy Wilcox (OX)

David Kent (CO)

Jacie Spoon (BCPL)

Ben Lainhart (JC)

Online:

Colleen Law-Tefft (SH)

Ramona Bogart (AF)

Clara Lantz (SM)

Seth Jacobus (EN)

Megan Biddle (4CLS)

Marilyn Marshall (SP)

Gary Quarella (GR)

Michelle Priola (NB)

Wendy Barckhaus (FR)