

WRLSWEB Network Advisory Committee Meeting

August 12, 2010

Sparta Community Center

Minutes

Members present: Karen Bernau, Jill Bjornstad, Cindy Brown, David Goldfein, Jim Eliason, Trina Erickson, Judy Grant, Muriel Gunderson, Peggy Klein, Carol Krett, Kelly Krieg-Sigman, Debra Lambert, Chris McArdle-Rojo, Jeanne Rice, Karyn Schmidt, Chris Smolek, Lynette Vlasak, Rita Wachuta-Breckel

Guests: Charles Clemence, Deb Dagnon, Randy Dagnon, Myrna Paulson, Marcia Sarnowski

The meeting was convened by David Goldfein, in the absence of David Polodna, at 10:07 am.

- I. **Greetings and Introductions/Roll Call.** Roll call was taken as indicated above.
- II. **Approval of the Minutes from the June 10 meeting.** *Motion by Kelly Krieg-Sigman, seconded by Cindy Brown, to approve the minutes of the June 10 meeting as presented. Carried.*
- III. **Standard Practice for Fastadds for ILL Items.** Charles Clemence introduced the issue: the lack of standardization among members for entering Fastadds and ILL items. Some libraries use all caps to note ILL titles. Some place "ILL" before the title, some place it after. A question was raised about whether patrons can place holds on Fastadds. Deb Dagnon stated that holds are controlled by the item type, and that libraries should use their "ILL" item type to prevent holds from being allowed. Following discussion, the question was asked: Is a motion needed to require a standard practice for entering Fastadds for ILL items to the catalog? The consensus was that no motion was needed.
- IV. **ILS Search Committee Update.** Charles Clemence reminded the group that NAC had decided, since they had not seen any software better than Horizon Enterprise, to stay with it for now, and to also continue to work with AutoGraphics, since their prices are competitive and their catalog is good. David Goldfein and Deb Dagnon have seen an updated demo of what is new in Circulation and the Public Catalog, and many issues mentioned at previous demos have now been addressed.

David Goldfein reported that AutoGraphics is coming to LPL August 31 and September 1 to do another demonstration. AutoGraphics will organize the demo, and will go through all the modules. The demo will be open to all staff who will be working with the software, no invitations will be sent. Attendees are asked to keep their questions for their ILS Committee representative. Those who have questions now about specific processes should send them to David Goldfein. He will develop a three-tiered punch list for AG: the first tier will be items which must be fixed before a contract is signed; the second tier will list items that must be fixed within one year

of the contract being signed; the third tier will be items we hope will be fixed sometime (no timetable attached).

The timeline for installation is possibly this coming spring before the summer reading program begins.

- V. **Enhancing Technology Grant for 2011.** David Goldfein reported that David Polodna is working on an LSTA grant for 2011 which, if awarded, will provide up to \$15,000 to be used for new software, either the Enterprise or the AutoGraphics. Since signing with Enterprise requires a three-year commitment to the platform, the grant will be written to say WRLS is investigating the possibilities of using either system and will make its choice later in the year, after the grant is due.

- VI. **Update on Following Checkout Location Parameters.** Deb Dagnon is still in the process of changing over the item types for all libraries, and hopes to have this completed by the end of August. One challenge is that some libraries are using certain collection codes (e.g. DVD's) for both adult and children's materials. She clarified that it is the collections codes, not the I-types, which are used for statistics. When the process is done libraries will be contacted about any clean up work.

David Goldfein offered an update on the patron purge project and asked if people were reviewing the lists of patrons they had been sent. Kelly Krieg-Sigman stated that if materials were owned by LPL, checked out on a card that had not been used in more than five years, it was fine to delete the card. If the fines owed were more than \$25, and the patron account has been referred for collection, the card should be left in the system. David Goldfein noted that LPL had found about 30,000 cards where the users owed a small amount on their cards. He is planning to write a script using SIP which will erase the fines. If libraries have many records with small amounts on them, contact him for help with this.

The purge is still likely scheduled for September, unless libraries are falling seriously behind in reviewing their lists. It was clarified that patrons who use their cards to access a computer (and appear in the timing software) but don't check out materials, will not be purged.

Kelly Krieg-Sigman says she expects there will be 24-48 hours notice before the purge is activated so that people can prepare for the actual event. She will instruct Loretta Kilmer to contact DLTCCL and inform them of the purge, to account for the differences in registered borrower numbers which will appear on the annual reports.

The question was asked if the reduced registered borrower numbers would affect the costs of movie licenses. Deb Dagnon said the fees (for the licenses) are usually based on the numbers of registered borrowers who have used their cards in the last two years, so there would likely not be a difference.

- VII. **Additional Issues or Concerns.** David Goldfein asked members to announce their additional concerns, and they would be addressed in turn.

Kelly Krieg-Sigman mentioned the issue of patrons who place electronic holds on a checked-in item, who then immediately travel to the library, and expect to find the item retrieved and held for them at the Circulation Desk. Others mentioned they have experienced similar situations. She volunteered to prepare several versions of a message addressing the issue, from which directors could choose one, to appear on libraries' hold screens. It was agreed to retain the protocol that allows a patron with a requested item in hand to check it out. *Motion by Carol Krett, seconded by Jim Eliason, to have Kelly Krieg-Sigman create several choices for the wording for a message advising patrons about the timing of the holds retrieval process, and their options for obtaining materials in the quickest way, which will be submitted to directors for their approval. Carried.*

Chris McArdle-Rojo brought a report to the group on La Crosse County Library's [LCL] promotion plans for Library Card Sign-Up Month, and mentioned that LCL has been collaborating with Sparta on offering the "Hot Reads for Cold Nights" adult reading program in the winter months. LCL has the used ALA READ poster software to create photo posters of school sports team members holding library cards, with a message about getting a library card. The posters will be displayed in area businesses. LCL devised a plan to create a geographic display in each branch, featuring library cards from throughout the nation. LCL has also designed placemats for use in area restaurants, inviting people to come in for a library card. The printing of these was donated, and they also received donations from area businesses so they could purchase a Nook [electronic reader] to give away for those who submit a coupon (part of the placemat).

Chris urged the WRLSWEB members to develop more cooperative promotion activities, and to share information about their local events with each other, such as sending event posters electronically, which libraries could print and display as their resources allowed. She also suggested adding a sharing segment to the NAC meeting, when so many directors are present. *Motion by Chris McArdle-Rojo, seconded by Peggy Klein, that there be a placeholder on each meeting agenda for reporting on next quarter programming and planning for future programs. Carried.*

Peggy Klein inquired about the legalities of circulating R-rated movies to minors. It was acknowledged that the current movie ratings have no legal standing, that they are voluntarily assigned, for guidance only.

Discussion proceeded to another issue, presented by Peggy Klein: are libraries liable for replacing items owned by other libraries which may be damaged in bookdrops, if the bookdrops are vandalized (e.g. if soda is poured in on the materials) or if the bookdrops fail to protect the materials (e.g. a latch does not close properly)? It was agreed that owning libraries will assume the loss of the materials, and a note should be sent explaining the damage, and that the patron who checked out the item will not be held liable for the loss.

Further questions about DVD's: Do libraries limit the number of DVD's that can be checked out by patrons? Some limit a patron to five on the first checkout. Some

respond: “The limit is as many as you can be responsible for.” Should there be a longer checkout period for DVD’s which are sets of multiple episodes? It was agreed that the current protocol of allowing three renewals on an item (without any holds) should continue to be observed.

Peggy Klein asked about expired items on the holds list. Some have been on the list for as long as two months. Deb Dagnon reminded the group that expired holds should be checked every day. David Goldfein asked about the scope of the problem; apparently this is just a few titles in the system. Recommended action is emailing the directors’ list and asking them to check their shelves; waiting one month to see if the item appears, and then sending the list with the item or items to Deb Dagnon so she can change the status to Trace or Lost (members cannot change the item status without checking it in). In the event the item stays lost, the owning library will absorb the loss as a cost of doing business.

- VIII. **New regular item: Reporting on programming.** As time remained for the scheduled meeting, David Goldfein invited the librarians to each take one minute to report on upcoming programs in their libraries. [The report is sent an attachment with these minutes.]

Following the round robin sharing, the members expressed interest in some kind of a newsletter-type compilation of this information; some wondered if it could be part of the coming extranet. Chris McArdle-Rojo volunteered to bring a sample newsletter template to the October meeting for possible adaptation for the broader audience.

Marcia Sarnowski reminded the group that there is rarely extra time on the agenda for this type of sharing, and that perhaps the Directors’ Meeting is a better forum. Members present acknowledged this, but the problem is that not everyone can stay for the session after the NAC meeting.

- IX. **Next Meeting:** October 14, 2010, at the Sparta City Hall [the Community Center is not available].

- X. **Adjournment.** The meeting was adjourned at 11:55 am.

Recorded by Marcia Sarnowski