

**Montana Shared Catalog Membership Meeting  
May 7, 2010 Minutes  
Parmly Billings Library, Billings Montana**

**Welcome and Introduction of MSC Executive Committee**

Call to order 9:05 AM

Appointment of meeting secretary: Honore Bray agreed to take minutes

Deanne Reedman welcomed members to the Parmly Billings Library

Kim Crowley introduced executive committee members and MSC staff members:

Anne Rutherford, Academic Libraries Representative

Donna Worth, Western-at-large Representative

Roberta Gebhardt, Special libraries Representative

Ken Adams, Montana Shared Catalog Director

Joanne Erdall, Small Public Libraries Representative

Cherie Hesel, Eastern-at-large Representative

Becky Mosbacher, School Libraries Representative

Kim Crowley, Large Public Libraries and Executive Committee Chair

**Roll Call**

See Roll Call Sheet

**Approval of Fall 2009 Membership Meeting minutes**

Sonja Woods (Miles City Public Library) made a motion to approve minutes as presented; Alice Meister (Bozeman Public Library) seconded.

**MINUTES STAND APPROVED**

**Welcome new libraries**

Adams reported 11 new library systems for a total of 27 libraries and branches bringing total MSC membership to 130 libraries and branches.

Absarokee School

Darby School Libraries

Glacier County Library

Hi-Line Library Consortium

Libby School Libraries

Noxon School Library

Petroleum School/Community Library

Sheridan County Library

Sidney/ Richland Library

Summit Prep School Library

Sun River Valley Schools Libraries

**Birds of a Feather Reports**

**Large Public:** Gloria Langstaff reported for the group

- Group met at Cafe Italia and because the group is so large it is hard to visit as a group. It was suggested that since the Large Public Libraries group is so big, they

- have the opportunity to hone their lists of item types and home locations to set an example for other libraries in the MSC.
- It was suggested that the definition of a large public library be reconsidered to better balance out the groups. Currently, a collection of 30,000 or more designates a Large Public Library.
  - Bozeman is the new drop site for the Statewide Courier Project

- Small Public:** Joanne Erdall reported for the group
- Met at the Texas Roadhouse and had a good meal
  - Many mentioned that scanning patron barcodes can be slow and Mike will look into it

- Special Libraries:** Roberta Gebhardt reported
- Met at the PLUK Library and ordered in from Olive Garden
  - Most libraries reported that they are being “squeezed out” due to space issues for their collections.

- School Libraries:** Ellen Marshall
- Met at the Rex Hotel with 13 members, two spouses and Ken
  - School Librarians may want to think about implementing the new circ rules before the end of the school year so that they are in place at the beginning of the 2011 school year.

## **MSC Operations**

### **Circulation rules –Roberta Gebhardt**

Gebhardt reminded the membership of the circulation policies approved at last meeting:

- Loan periods- 24 hrs, 7 days, 14 days and 28 days
- Fine amount- no fine, .10 per day, .25 per day, \$1.00 per day
- Renewal limit – unlimited, 2 renewals, none
- Grace period –none
- Max fine - \$5.00, \$10.00
- Max items – 2, 5, 10, unlimited

Libraries have until September 30, 2010 to make these changes so they adhere to the circulation rules voted on at the Fall Membership meeting in Helena. Mike Price will make the changes at the State Library level when contacted by member libraries.

## **Item Types**

- At the 2010 fall meeting in Helena, discussion took place about item types and the need to hone them down using Director’s Station as a tool to help you find your item types.
- Individual libraries should contact their executive committee representative for help running an item-type report on Director’s Station.

- Discussion – recommended item types. Jemma made recommendations and they are on the MSC Wiki. Look at the list and see if you can place all your items into one of the already existing lists.
- <http://mtsharedcat.pbworks.com/>
- The executive committee was under the impression that new item types were not being added to the shared catalog but that is not the case. The question was posed, “how can we handle adding new item types, and new home locations?” Is that something that the membership must vote on for each one proposed? Should the executive committee have this authority? Should we regulate what is added?
- A Sub Committee could be appointed in the fall to help coordinate this project- each library needs to look at their item types and Jemma’s spreadsheet will show this. Only remove the item type if you are the only library that is using that item type talk with your executive committee representative and they can help you. At this time no deadline has been set.

### **Home Locations**

- Melody Condron, Lincoln County Libraries – suggested home locations having 1 item in a location should be looked at to see if they can fit into any of the other locations listed. If you have 10 items or under in a location please consider trying to fit those items into a different category in the list. That will help make the list shorter. (Example: calculator could go into the equipment as a location rather than calculator.) However, if you have 10 items in one location and other libraries have thousands in that location, it would be considered a valid location.
- Mike Price can change item types and home locations in a batch mode, once the adjustments have been determined by the individual library. Members should contact Mike for help.
- Discussion - Tot and Board Books – same materials. Can you change your location to the one that has the most items listed?
- Kim reminded the membership that if they are looking to join any of the resource sharing groups (Partners, 4-Rivers) they need to use the circ rules agreed upon by that group and plan ahead.

### **MSC and FY 2010 Budget update – Ken Adams**

- Ken introduced Mike Price, Mary Fouts and Bridgett Johnson, the staff that support the MSC. The MSC is now fully staffed. Ken reminded everyone to email them at [MSC@mt.gov](mailto:MSC@mt.gov) they are all on the same email.
- Billings Catholic Schools, Glasgow Public Library, Parnly Billings Library, Manhattan School/Community Library, Phillipsburg Public Library, Lincoln Co High School Library, Joliet Library, Red Lodge Library and West Yellowstone School libraries are all live.
- Stone Child College and Fort Belknap College Libraries will soon go live.
- Rosebud County Library with Bicentennial Library in Colstrip are live in Partners.
- After completion of ARM process, to repurpose ILL funds for 2011 and on, the State Library Commission approved repurposing of ILL funds to support the

- existing resource sharing project of the MSC and OCLC Statewide Contract 50/50. This is why the ongoing cost for MSC libraries has decreased.
- Catalog Cleanup took place from September through December with 7 temps hired. Cleanup took place on the following:
    - More than 115,000 potential duplicate titles
    - More than 45,000 records scrutinized
    - More than 20,000 duplicates fixed
    - 3 catalogers still fixing duplicate titles created from new library migration
  - New servers are installed but not functional yet.

**Alice Meister gave Kudos to Ken for all the work he and staff have done, especially since they were so short-staffed for such a long time.**

## **BUDGET**

Received from Membership \$235,434.44 plus \$16,198.33 new libraries and misc SIP training and branches  
 Total member expenses \$369,740.67  
 77K from server fund and 33.8K catalog maintenance fund  
**Funds expended \$328,931.41**

Catalog expenses 300,278 out of 301,773  
 Training meetings 19,176 out of 18,881  
 9,476 was paid out of 49,086 for staffing due to not being fully staffed until now so there will be 22.5K left over to apply to FY2011

### **Earmarked funds 105,409.03**

Server replacement 29,524  
 Server location costs \$17,016.04  
 Next generation e-Library: \$35,000 (discover interface)

- Check the MSC site for current budgets. Ken updates them every two weeks and you can see the current amount that has been spent to date.
- LSTA money is used to bring in new libraries and help pay staff salary
- LTI the entity that does Authority Control charges .10 per record for every record over what we had last year and the new libraries help pay into that cost.
- MSC staff 1.5 FTE \$49,086.
- Cost for the SIRSI conference is over because the location of Orlando
- **Unencumbered amount from FY 2010 budget \$60,732.91**
- Reserve Fund can only be 10% of the total budget and are used to cover the cost of the little items that come up and are not budgeted for \$166,141.94 is the total budget
- Ken explained that Mike Price needs to attend API training from SirsiDynix every two years to stay certified

## **Symphony 3.3.1 upgrades and enhancements/fixes**

- State network assigning new IP addresses this month. IP address assignment should not affect libraries if they are using the domain name to connect rather than IP addresses. If you have firewalls the people who maintain those firewalls will need to open the firewall for the new address. This should speed up the state network. Hopefully this will be completed for Tuesday morning after Memorial Day.
- Cabling to connect new server to the network after the IP address change
- Schedule software staging with SirsiDynix for Symphony 3.3.1
- Bridgett and Mary will be providing information and training on staging, configuration, testing and evaluation, information and training. When everyone is ready the old server will go to test and the test server will be disposed of in the proper manner. Ken needs to follow the State procedure for disposal of equipment.
- Bozeman needs the upgrade before they have full functionality of the 3M RFID system they are now using.
- Cheri Hesser reminded people to look at the guidelines on the MSC site before purchasing new computers. Windows 7 is causing problems because SD has not certified Windows 7 machines. If you can also operate in XP mode then you should do this. Ken suggested turning off user access control off so you are not asked to update each time you launch Workflows with Windows 7.

**Break 10:20-10:50**

## **MSC FY2011 Proposed Budget**

### **Ongoing cost formula – see budget on MSC site**

- \$98,885.50 toward shared costs was deducted from the total cost before applying the cost formula. This is repurposed ILL money.
- Anything shared by all Libraries, like IBistro, Director Station, Catalog Clean up are paid by the entire group
- Individual costs include – Branches, School Libraries, peripherals are paid by each library that this applies to. This cost is added on after the shared costs are figured.
- If anyone does not understand the budget they can call Ken Adams at the State Library.
- MSC membership is appreciative of the repurposed money for the MSC. Beth Chestnut (Thompson Falls Junior High Library) would like to see MSC Executive Committee send a thank you to those responsible for the repurposing. Bob Cooper recommended contacting MLA, Legislative members. As money gets tight there is no guarantee that the Legislature will continue using the pot of money for Libraries. You can help by contacting Judy Hart, chair of the MLA Legislative Committee and make yourself available to testify at the Legislative Hearings.
- The State Librarian, Library Commission, Network Advisory Committee, Fulfillment Task Force, and State Library Staff will receive letters from the Executive Committee thanking them for the recommendation to give 50% of the ILL reimbursement funds to the MSC and 50% to the OCLC Statewide Contract.

- Cheri Hesper suggested inviting your Legislators in so you can show them what the shared catalog is and how it works in their communities.
- Debbie Kramer, MLA Executive Secretary pointed out that this is part of MLA dues that helps to pay \$11,500 for Lobbyist from MLA Projected \$22,846 left from 2010 to move to the 2011 budget.
- Honore Bray (Missoula Public Library) suggested the temp employee was voted on in the spring of 2009 when the membership was smaller maybe this is not sufficient for the size of the group at this time. Crowley will see that it is on the fall agenda.
- Bob Cooper reported that OPI Superintendent of Public Instruction, Denise Juneau and Darlene Staffeldt have been working on OPI budget support for the next year. There are many schools that would benefit from this partnership.
- SirsiDynix raised the yearly maintenance fee 6.7% due to inflation. Montana Academy would like to comment about SD raising costs when others are experiencing budget cuts? Ken suggested talking with the representatives of SD when they present this afternoon.
- The budget includes an additional implementation cost and license fee for EZ-Proxy which allows patrons to authenticate once when they log into your databases.
- The DEQ Library account (DEQ withdrew from the MSC last year due to funding issues) at SirsiDynix has been changed to the State Govt. Information Center (SGIC). This is a branch to Montana State Library.
- Standard Interface Protocol (SIP) licenses and individual costs added to each library that has the product. This is used for many additions to the circulation system such as; RFID, self-check systems etc.
- A decrease in catalog cleanup (Authority Control) reduced the amount spent by \$5,000. \$1,000 was saved in training travel, meetings and conferences.

#### **Discussion of FY2011 proposed budget**

- Donna Worth asked if the MSC equipment is covered by insurance. Bob Cooper will need to find out for sure but the equipment has State Library tags on it so it should be covered by the insurance and would have a \$1000 deductible.
- \$35,000 has been earmarked for 4-5 years to purchase EPS/ROOMS and it never came to fruition but the money can be appropriated for another purpose if the membership wishes to do so.
- Alice Meister would like to see the MSC marketed because it is such a valuable resource. Ken is working on that. Sara Groves helps to market the MSC when she has the opportunity. Ken said he asked the group to do a Logo a few years ago and there was not interest. A Logo is important for branding and we need to come up with one so we can begin marketing. Kim will put marketing on the agenda for the next Executive Committee Meeting.
- Bob suggested that exec committee appoint a committee to work on marketing. Beth Chestnut, Dee Ann Redman, Gloria Langstaff, Kari Eliason, Joyce Doyle and Donna Worth will be members of the committee. Joyce Doyle will chair the committee.

- Marie Hebner suggested we hire an Administrative Assistant to help with the budget. Ken Adams feels we are okay for two or more years. When the need arises the Executive Committee will come to the membership for a vote. This could potentially raise the cost to the member libraries.
- Ken thanked all the people who have helped the new libraries with training and go live days. The list is long and the work appreciated.

### **Approval of the FY 21011 Budget ACTION**

Gloria Langstaff (Bitterroot Public Library) made a motion to approve the budget as presented, second by Dale Alger (Roundup School/Community Library) **CARRIED**

Bridgett Johnson, MSC trainer, shared manuals that Sirsi has put together and that some of the membership may not know about. SirsiDynix client care website has the information and Bridgett has a handout to explain where and how to get the information. Mike will give you a user name and password for the site but only one person from a library should have access. Contact MSC staff with problems not Sirsi.

**Lunch Break 12:00 – 1:00**

### **Demo of Enterprise discovery interface and Web Services**

- Crowley and Adams introduced Steve Orton, SirsiDynix sales representative for Montana and Jim Wilson the Vice President and one of the founders of Dynix.
- Orton and Wilson demonstrated the Enterprise product.
- This is an Integrated Discovery Systems that goes beyond the traditional OPAC (IBistro). These tools search across multiple “containers” of content and services available to the patrons.
- Crowley thanked the presenters and reminded the membership that OCLC WorldCat Local is the pilot going on with MSL, MPL and MSU Libraries.

**Executive Committee vacancies:** this fall we will need new representatives for Large Public Libraries, Academic Libraries, and Special Libraries

Crowley will send an email asking for nominations. Adams will then send out a survey-monkey ballot and elections will close on May 28<sup>th</sup>. New members will be asked to attend a summer in-person planning meeting.

Thanks to Becky Mosbacher for name tags and Joanne Erdall for the registration website. The group is now so large that this is an efficient way to register members for the meeting.

### **COSUGI conference reports**

**Melody Condron**– [mcondron@lincolncountylibraries.com](mailto:mcondron@lincolncountylibraries.com).

Look at her report on WIRED from earlier this week

Getting patrons talking Web 2.0 stuff now –

More common indoor plumbing and...

Reports makeovers

Directors station for Collection Management Strategic Planning

Can run a report on hot times in your library

Inventory you library with SirsiDynix – good time saver  
Access OPAC data in DS

**Libby Wolf** – watch for her information on MSC-discuss

The special library presentation was most interesting to Libby because she is not a circulation library and the medical library info was very interesting. Symphony 3.4 will be a good product developed by Sirsi staff and users.

**Kathy Robins** –needed use in complete acquisitions module.

Parmly needed as much electronic use as they could get from the system. Main focus was on Acquisitions – when you order the item don't add to the catalog until the item is in your hand.

Acquisitions module is tedious and lengthy to setup.

Custom training is available from Sirsi and EDI ordering, makes a selection list, then you put it in the catalog, FTP to Ingram and get invoiced electronically. Reports module is where the orders are sent from and where the invoices come into.

Sirsi did an in person one day training at Parmly.

With 9xx ordering you make a cart on the vendor website and pull it into your catalog.

Patron pictures on Workflows. Great identifier of Patrons

If you are interested in more information on the acquisitions module call Kathy.

**Mike Price** –attended an API refresher training to update his certification.

### **Network Advisory Council Recommendation**

Crowley reported that the Executive Committee would like to recommend an MSC seat on the Network Advisory Council. Crowley will write a letter to the Bob Cooper requesting a seat on the Council. This group is 130 libraries and as such a large group should have representation.

### **Public Comment**

Marie Habener would like to write a letter asking COSUGI to change their conference from Arizona based on the recent immigration laws. Ken explained how the planning works for a national conference of this size and that it is probably much too late to protest. Ken reminded the membership that COSUGI is a users conference not a SirsiDynix conference.

### **Adjourn**

3:20

**Next full membership meeting:** October 7-8, 2010 in Great Falls

**Respectfully submitted:**

**Honore Bray, Missoula Public Library**