

ILS Committee Minutes

December 7, 2011

Present: Cluster 1 – A. Barnett (MCM), Cluster 4 - M. Palmer (REE), Cluster 5 – D. Bird, (SUN), Cluster 6 & 7 – J. Chase (DCL), Cluster 8, 9 and 10 – M. Warren (MAD), Cluster 11 – D. Skalitsky (MAR), Cluster 12 – A. Mueller (MRO).

SCLS Staff Present: M. Van Pelt, V. Teal Lovely, JM. Bolthouse, A. Gannaway, M. Karls.

1. Call to Order at 10:04 am.

- a. **Introduction of guests/visitors.** B. Faherty from MTH will be on the committee starting in 2012. A. Mueller from MRO is representing Cluster 12 today. She will be their official representative in 2012. A. Gannaway is here to report on for the PACC and CMC Subcommittees.
- b. **Changes/Additions to the Agenda.** None.
- c. **Requests to address the Committee.** None.

2. Approval of previous meeting minutes:

The October minutes were approved via consensus.

3. Action Items

- a. **Approve Circulation Policies.** J. Chase moved approval the Circulation Policies on behalf of the Circulation Services Committee. D. Bird seconded. The committee would like to remove the bullet point with strike through. Equipment needs to be added under policies. Under Item types, the second bullet point is incomplete. The Maximum number of renewals is listed twice. Replacement prices should be changed to default prices (page 4 under Item Type). J. Chase withdrew motion. The sections should be made clear that they are referencing the manual. Page numbers should be inserted. J. Chase moved to send the Circulation Policies document back to the committee for corrections and reformatting. D. Skalitzsky seconded. Vote: motion carried.
- b. **Collection Maintenance Policies.** “Preordered” should be replaced with “ordered.” This document will be reformatted into the online policies format and will reference the Linking Manual. D. Skalitzky moved approval of amended policy and formatting changes. M. Palmer seconded. Vote: motion carried.
- c. **Linking Manual policies.** Under Generic records should be changed to “video equipment and E Readers.” Under Comic books “unless the library chooses to receive them in Serials” should be added. D. Skalitzky moved to approve this document with the recommended changes. D. Bird seconded. Vote: motion carried.

- d. **Login/Password in LINKcat.** CSC and PACC both discussed this issue at previous meetings (see minutes). Staff can create a login for a patron that's different than their barcode. If a barcode is not filled in on a patron record, Koha will automatically create login of firstname.lastname. The barcode, truncated barcode and login in will all work for logging into the PAC. For authentication for self check, a barcode is required. Patrons can change their PIN to a password at any time. Overdrive allows for alphanumeric passwords. Talking Tech needs a number. The committee discussed a compromise between the two Subcommittees recommendations to Login/Barcode and PIN/Password. D. Skalitzky moved approval. M. Warren seconded. Vote: motion carried.

4. Reports

- a. **ILS Report.** We were offered a new quote from Bowker for the Library Anywhere product. This is the mobile app developed by Library Anywhere which works with Koha. The quote fit into the ILS budget and we decided to move forward with it for 2012. We will be a model library system for them as we will be able to customize the app—a new feature from them. We have been offered to work with Talking Tech as a pilot library to test SMS Text Messaging. They would waive setup fees, the first year annual maintenance and the first 2000 texts would be free. The only thing we would need to pay for in 2012 would be texts sent beyond 2000. Again, this will fit into our 2012 budget and we think it is a very easy and low cost way to get something that patrons have been asking for. Greg Barniskis has developed a new version of the Purchase Alert Report. Some libraries are reviewing it now. It should be available for everyone any day now. We are reviewing the year-end report process. Most of the reports are simply an annual version of the monthly reports and should not be too difficult to replicate. Libraries will need to combine data from their Dynix reports and Koha reports for the state annual report. We will be creating a memo and conducting webinars to assist with this process. We are also working on coordinating vendor webinars with ecommerce vendors and will be facilitating the pilot projects to test “keeping new items in library” and “adding walk-in items to regular records.” We are having a graduate student work on analyzing the PAC survey results (pro bono). We are working with WiLS to develop a plan for sorting the open-ended questions so they are useful.
- b. **Review Development Projects.** Libraries have been testing the 4.9 sandbox and so far no big problems have been identified. We plan to upgrade to 4.10 (production version of 4.9) in January. This release will include the new improved holds management feature as well as last patron. In the mean time, we have been reviewing development projects that were partially done prior to migration. LibLime will be delivering this development by the end of the year. SCLS staff will be testing it and it will be implemented some time in 2012. For

these reasons we have not been able to put out a new list of issues for libraries to prioritize. LibLime is still working on those that have been prioritized previously. Many problems will be fixed by completing the incomplete development. We hope to get back to prioritization after the 4.10 upgrade.

- c. **2012 LSTA Grant Projects.** We will be re-evaluating the grant projects submitted for the 2012 LSTA Technology grant. As mentioned above, we are now moving forward with the Library Anywhere app and incorporating it into the 2012 ILS budget. We are proposing to spend \$3000 to purchase RFID tags for RFID libraries to use on items not owned by their library. This has been something that has been requested in the past. The Circ Services Committee would need to develop policies for tagging items not owned by the library.
 - d. **Resource Sharing Work Group.** The notes from the meeting are being reviewed by the work group. We are moving ahead with the keeping new items in library” and “adding walk-in items to regular records” pilot projects. We need volunteers willing to be part of the pilot and to evaluate it. We are working on scheduling meetings for both of those.
 - e. **Circulation Services Subcommittee.** No report. The minutes from the last meeting are posted online.
 - f. **Collection Maintenance Subcommittee.** A. Gannaway reviewed the minutes from the November meeting.
 - g. **PACC Subcommittee.** A. Gannaway reviewed the minutes from the November meeting.
5. **Items from Clusters.** None.
6. **Other Discussion.**
- a. **Treats sign-up.** We will discuss this at next meeting with new committee members.
7. **Plan for Next meeting** – January 4, 2012.
8. **Meeting evaluation and summary.** The meeting was successful.
9. **Adjournment.**