

Joint Automation Council
MVLS/SALS Joint Automation Project
Clifton Park Halfmoon Public Library
MINUTES
May 5, 2009

Present: Carol Clingan, Sara Dallas, Barbara Germain, Mary Ann Hunter, Bob Jeffords, Andy Kulmatiski, Michele Largeteau, Tim McDonough, Kathy Naftaly, Jean Sheviak, Eric Trahan

Excused: Anne Campbell

Joint Automation Chair Barbara Germain called the meeting to order at 9:30 am.

Minutes from the February meeting were reviewed. Carol Clingan moved, Eric Trahan seconded approval of the minutes as presented; all approved.

Carol Clingan presented Financial Statements for January, February, and March. Bob Jeffords moved, Mary Ann Hunter seconded filing the financial statements for audit; all approved.

Michele reported:

- **Self Check meeting** was held. Kathy Naftaly reported on the Crandall experience. JA has gathered quotes from vendors on the equipment and several libraries are interested.
- **Grants:** JA expects to place orders for pcs from the Gates grants in June. Sara has applied for ARRAS (stimulus money) funding for servers. JA expects to replace all the servers due to the lack of service contracts on the equipment due to Micron's bankruptcy.
- **CybraryN/Authentication:** Right now libraries utilizing the CybraryN product are stable but due to the lack of a version for pcs with Vista or Windows 7, JA is investigating other options. The CASSIE product was viewed at MidYork Library System where it has been implemented successfully. The company seems responsive and JA is testing to ascertain that it would be viable for our libraries. The cost of this product is about \$200 per machine with a 15% annual maintenance charge. (There is a possibility of quantity discount.)

The amount of staff time required to maintain CybraryN is excessive and this product appears to be a viable alternative. Once we are committed, a timeline of when CASSIE will be implemented will be distributed. Michele was asked to send a preliminary announcement to

libraries telling them that we are looking at a change from CybraryN and providing some details.

- **NOVEL databases** were very difficult to get running. ProQuest is now working.
- **Round Lake – Malta branch:** Round Lake Library Malta branch is anticipated to open September 1. A new code will likely be added. We expect that there will be an additional charge for our licensing from Polaris.
- **Overdrive** is installed and setup for SALS libraries.
- **NY Opportunity Online Summit:** Michele will attend the NY Opportunity Broadband Summit in early June at the Sagamore. This is sponsored by the Gates Foundation. No MVLS or SALS libraries were eligible for funding through the Gates Foundation Broadband grant.
- **2009 Polaris Users Group** is set for Myrtle Beach this year, the first week of October. JA will send only one person this year due to cost and content.
- JA expects to upgrade to **Polaris 3.5** in October. Timing to be announced.
- **New Reports** are now available.

Barbara Germain thanked the Joint Automation staff for their flexibility.

Barbara announced the following Committee Chairs for the year:

Planning – Mary Ann Hunter

Policy – Sara Dallas

Finance – Carol Clingan and Eric Trahan

Committee Reports:

Finance Committee: Carol reported that the MVLS board had selected T.M. Byxbee, CPA to perform the 2008 audits of both the system and Joint Automation Project. Cost for the Joint Automation Audit will be \$5400.

Carol also noted that the Council needed to take action on a fee increase, that had been discussed last year. Carol moved, Eric seconded motion to Increase the circulation fee by \$.01 in 2010. This passed unanimously.

Michele will send out a notice to the libraries as soon as possible. There had been notification last year when the fee was raised for items that this would likely be a two year planned increase, with the \$.01 per circulation added for 2010.

Policy Committee: Sara reported that the committee had met electronically and recommended the following policy (at the end of this document) at the request of the Operations Committee. This will require libraries to add identifying information in the ID field and Birth Date. A nightly report will be run and new registrations lacking this information will have a block placed noting that no ID was entered. This will provide information to libraries on determining whether to honor the card or to ask for further identification.

Tim asked about a monthly report listing borrowers with missing identification for cleanup. This will be investigated.

Discussion followed. Since this was a committee motion, no second was needed, and it was approved unanimously.

PAC Steering Committee: Carol reported that the PAC Steering Committee had met last month. A trial of ChiliFresh which provides patron reviews to the catalog continues through May 7. The committee had also reviewed LibraryThing but felt ChiliFresh was the better option. Discussion followed regarding adding this database systemwide.

Eric moved, Tim seconded, to purchase ChiliFresh as a consortium addition to the PAC for one year. This passed unanimously.

The ChiliFresh purchase requires a budget amendment. Carol moved, Bob seconded, allocating \$8400 from the fund balance for this licensing. All approved.

PAC Steering also revisited self-registration. Due to the problems with implementation as a consortium, this is not recommended at this time.

Database Committee: Carol reported that Sharon O'Brien was handling database renewals and selections from libraries. Libraries participating will be billed for their subscriptions.

Announcements: Jean Sheviak noted that about 80 people had registered for the workshop by David Lee King scheduled for Thursday, May 07, 2009.

There being no further business, the Joint Automation Council adjourned at 10:30 am.

Next meeting: July 7, 2009 at the Clifton Park Halfmoon Library.

Respectfully submitted,

Carol Clingan

MVLS/SALS Joint Automation Project
Identification information in Patron Registration
March 26, 2009 **DRAFT**

Statement:

The MVLS/SALS Joint Automation Patron Database is used by staff and volunteers in 48 libraries, 10 branches and two system headquarters. Consistent and complete patron records are needed to keep the database accurate and will safeguard the loaning of materials in a consortial environment.

Regulation:

All patron records will contain identification information in the *ID number field* and a birth date in the *Birth Date field*.

If library staff cannot collect identification information, a library assigned block with the value "No ID recorded" must be added to the record.

Procedure:

Entering Identification Information and examples of appropriate

Identification:

Drivers License or non-driver ID

- Enter the driver's license number from the license with no spaces or punctuation
- Enter a space and then the 2-character abbreviation for the state where the license was issued
- If the patron is a child, enter the driver's license number for the parent or guardian, then a space, and then enter, in parentheses, the relationship of the child to the person whose license number was entered.

Examples:

123456789 NY

123456789 NY (mother)

123456789 NY (father)

123456789 NY (grandmother)

011465260 CT

Other ID Follow the pattern for driver's license, with the addition of type/ source of ID following the number.

- Enter the number from the ID with no spaces or punctuation
- Enter a space and then the ID source
- If the patron is a child, enter the driver's license number for the parent or guardian, then a space, and then enter, in parentheses, the relationship of the child to the person whose license number was entered.

Examples:

98765432 passport UK

6667777898 School ID Anytown HS
234342354 employee ID GE

Entering Birthdate:
Birth Date: Mm/dd/yyyy