

Montana Shared Catalog Fall Members Meeting
Thursday, October 6, 2016

Executive Board Chair Sinda Puryer called the members meeting to order at 9:18 a.m.

Introduction of Executive Board members and MSC staff.

Mark Weatherington and Kelly Reisig conducted the roll call of members.

Minutes of Spring 2016 members meeting – Stephen Licitra from State Law Library and Jim Kammerer from the Montana State Library presented some changes to the Spring minutes. Nancy Coultas moved to accept~~ed~~ the minutes as corrected. Sonja Woods seconded. No discussion. Passed.

MSC Executive Board reported on the Work Plan Progress. The work plan includes 2016-17 board tasks. Purpose is to create continuity when members leave the board. Report was given by Wendy Campbell and Diane Anderson. The work plan is a tool meant to be nimble and tasks change according to the goals of the board. Four goals of this board:

1. Improve communication with membership
2. Appoint ad hoc committee to research and report findings regarding cooperative cataloging models from other consortia,
3. Conduct survey of membership
4. Collect usage stats about MobilCirc

A Work Plan overview was presented. The work plan includes the work by the executive board as well as projects by member libraries. The Board developed a timeline including the 2016-17 tasks.

Ad Hoc Cooperative Cataloging Committee – Kathy Robins reported that the committee has met several times, interviewed 10 consortiums in the U.S. and the MSC about collaborative efforts to catalog and maintain high quality records. A survey has been sent out to the MSC membership. The survey was developed in cooperation with the Content Management Committee. It is due by October 15 after which both committees will use the results to inform their work. The Ad Hoc Committee goals are to:

1. Investigate best practices in cooperative cataloging
2. Discuss ideas for robust collaboration between MSC libraries that will ensure high quality records
3. Develop proposals to submit to the MSC Executive Board

Reorganization Summary – Amy Marchwick reported that the data reorganization was started in 2013 and is wrapping up now. The purpose was to create efficiencies, promote resource sharing and brainpower sharing. The reorganization will position us to use new technology when we are ready. Policy cleanup was conducted to reduce and control the creation of new policies, making the database more agile. Other goals were to increase usage of the MSC Help desk and build a Q&A knowledge_base. MSC staff removed empty policies, changed passwords, reduced number of item categories and home locations. Catalog maps are now being rolled out to libraries. The reorganization has helped save time by MSC staff for administering ongoing changes and additions. All efficiencies will help gather statistics. The project is complete but it is an ongoing process as changes are needed. Tasks to be tackled next:

- Cat maps
- Removal of more empty policies
- Document policy criteria
- Conduct ongoing system audits for reports, user profiles, user categories

Courier Cost Sharing Proposal Update – The MSC Membership voted in Spring 2016 to subsidize the courier service. Cara Orban reported that the purpose of subsidizing the courier project is to help fulfill the State Library mission of improving resource sharing. Libraries that are ineligible for courier service are now able to ship a box to a hub instead of paying \$22.50 per courier stop. No libraries have agreed to participate at this time, so no data is available. If this remains the case by the spring membership meeting, the members will need to decide what to do with those allocated funds. The Critelli contract is coming up for renewal and the State Library is looking at options. Contract value to Critelli is estimated to be \$70,000. Critelli charges \$25 per stop. The State Library subsidizes the cost so it is \$22.50 per stop for the library. State Library has had some discussion with the Trails Consortium (Academic) about sharing opportunities. Laurel ~~P~~ublic ~~L~~ibrary is joining the courier network this month.

Content Management Committee Update – Jodie Moore reported that 13 people are on the committee and they are appointed by Executive Board. Their purpose is to ensure consistent bibliographic records and a user-friendly online catalog. They have created the Standard Cataloging Procedures for the MSC. Katy Callon joined the committee this summer. They are currently updating the SCP to be adopted in 2017. Specific updates will be for tags 007 - 020 – 250 – 33x – 856. Subcommittees: ISBN and Hyperlink. Libraries are encouraged to complete the cataloging survey. The CMC needs your feedback. Enterprise improvements: mobile device functionality, short string searches, stability. Better catalog records make better records in Enterprise. Trainings coming up: SCP trainings every Tuesday from Jan. 3 to Feb 28. Jemma Hazen reported that Bozeman is going to get vendor records and pre-processing for fiction items from Ingram. The CMC is working on creating an Acquisitions ~~B~~est ~~P~~actices document. Getting data about: How much original cataloging is being done? How many vendor records? How many duplicate records? The data helps to be able to focus training. A couple of libraries have asked to have their records audited. Records standards give us a way to enforce quality. If you encounter records that are not up to SCP standards, you are required to get it fixed – enter a ticket in the ticket system if you are unsure how to fix it. MSC does not specifically do original cataloging training in OCLC's Connexion. MSC staff supports the SirsiDynix software, not Connexion. OCLC and Library of Congress provide training in original cataloging.

MSL Commission's Strategic Plan Process – Tracy Cook (Director of State Library Resources) reported that the Montana State Library Commission has completed a draft Strategic Plan for 2016-2021. Tracy asked for comments from MSC membership before the plan is final.

The Vision:

- Connected community partnerships
- New and diversified funding
- Useful information infrastructure

MSL identified some systemic barriers to achieving the vision.

Strategic directions –

- Engagement, advocacy, story-telling – encourage the Jamie Larue training on library story telling
- Culture and impacts – build a culture that is willing to take smart risks, willing to fail
- Infrastructure – information sources and avenues of delivery including high speed internet
- Federations and other functions of the State Library

Next steps – collecting feedback through survey and email. Contact Tracy, Jennie Stapp or Ebon Hammer. MSL Commission will meet in November and adopt the plan in December.

<https://www.surveymonkey.com/r/F3WYL55>

<http://about.msl.mt.gov/MSLStrategicPlan2016-2021>

System updates report was presented by Jessie Goodwin –

- Libraries: Livingston Public Library and Richlandey Public Library joined the MSC. Richey Public Library will need help barcoding. Richey School Library is now live in the MSC. Roundup School Library is preparing to go live. Miles Community College Library will withdraw from the MSC as of December 31, 2016. Deadline to give notice about withdrawing from the MSC is December 31, 2016. Let Jessie know if you hear of a library interested in joining the MSC.
- Checkout History - Turning on Checkout History had a bug which is worked out. Implementation should happen in November. Open a Help Ticket with questions or to be added to the list of libraries who wish to turn this on.
- Tracking Budget - The full tracking budget is located on the “For Members” page of the MSL website. Revenues and Expenses are as expected.
- Annual statistics – Jessie reported that Jemma used BCA to populate the State Library statistics. School/Community libraries may have some statistics discrepancies. Contact MSC if there is a discrepancy.
- Enterprise update - SirsiDynix has researched search relevancy in Enterprise, lack of stop words. SD is implementing fixes to be released in version 4.5.2 coming in Q1 of 2017. We can request an early implementation. Executive Board will recommend on this. Jessie would like feedback from members.
- Blue Cloud Analytics – MSC can set up a view account. Libraries can open a pre-created report and view it. SD will prepare training material on the view user level. The only training level available now is on the admin level. Another level of use is the “Create” level. We have 15 admin level licenses, unlimited view and create licenses. SD recommends one log-in per user instead of a shared log in.

MSC Executive Board reported on the examination of the cost sharing formula. Deb Westrom reported that the executive board took on the task of examining the cost sharing formula. There are some sustainability issues. For example, there are about 400,000 patrons and 100,000 patrons are not getting paid for. Twenty-two libraries pay for their patrons, 92 libraries do not. This may be a problem, but we do not want to create a situation that results in small libraries being priced out. Mike Price created some budget formula scenarios. Executive Board will study these formulas this winter. Will also consider new types of formulas. We are just starting to investigate this.

Training updates and the MSC Curriculum – Bobbi Montigny reported that since the spring meeting we have delivered 9 trainings reaching 106 presenters. Billings, Kalispell, Fort Benton, Polson, Livingston, Helena. Self-paced modules are a focus of training. Distance is a barrier to participation. Bobbi is developing curriculums.

Upcoming: Webinar series – “Ask Me Anything” in November and December. Winter webinars in January and February about the SCP. Members of the CMC will help out for this series. Keep your eye on msdiscuss listserv, <http://montanasharedcatalog.blogspot.com> and Twitter @MSCatalog.

Bobbi showed the training curriculum/syllabus and demonstrated the exercise tracker available here: http://libraries.msl.mt.gov/learning/statewide_projects/montana_shared_catalog

Server Location update was given by Jessie Goodwin – A State executive order was issued to move the State servers to the State Data Center by the end of 2016. MSC has an option to have SirsiDynix host our data through SaaS (Software as a Service). MSC physical servers will be leaving the MSL by the end of November. Moving the test server in October. Move the production server during off hours when we know that the test server is working. We will keep the same equipment, IP addresses and connectivity. MSL will absorb the cost of this for the remainder of FY17. MSC will investigate the cost of housing the servers at the State Data Center vs having a virtual service for MSC data vs SaaS from SirsiDynix. If we use a virtual server at the State Data Center, we will eventually be required to migrate from Oracle to MSSQL. Will need to make a decision in the Spring for what we will do in FY18. Half of the consortia at a recent meeting that Jessie attended have gone to SaaS. There is a general consensus that the migrations have been smooth and service is good.

Public Announcements:

1. Diane Anderson encouraged members to contact their legislators regarding library funding and to attend Montana Library Legislative Day on January 18.
2. Kathy Robins introduced the new director of the Billings Public Library, Gavin Woltjer.
3. Stephen Licitra introduced the new director of the State Law Library, Sarah McLain.

Becky Mosbacher moved to adjourn. Diane Elliott seconded. No discussion. Passed. Meeting adjourned at 1:34 p.m.

Next meeting: Helena in Spring 2017, dates TBD