

MSC Spring 2014 Membership Meeting
May 1-2, 2014
Red Lion Inn, Helena, MT
MINUTES

9:00-9:30 **Honore Bray welcomed attendees and introduced Executive Board: Libby Wolfe, Ann Rutherford, Becky Mosbacher, Jack Albrecht, Diane Anderson, Debbi Kramer, Cheryl Heser, Dale Alger**

Jack Albrecht welcomed New Libraries to the MSC

Sarah McHugh (substituting for Ken Adams) introduced State Library staff:

Melody Condron, Amy Marchwick, Cara Orban, Mike Price, Jim Kammerer, Sam Suber

Housekeeping: meeting being recorded, speak into microphone; several libraries in attendance online

Roll Call: Dale Alger (see separate document for attendees)

Approval of the 2013 Fall Meeting Minutes

ACTION ITEM: Ve Abrams, Fallon County Library moved that we accept the minutes as presented. Joey Kozitsky, Whitefish Community Library second. Motion carries

MSC Updates on FY2014 budget and system software (Melody)

- New Libraries: Fort Peck, Judith Basin, Hobson, McCone County now live. Richey School District and Rosebud Public School live next year.
- Began major overhaul of system circulation policies, profiles, reports, and procedures. Expect to be completed by the end of the year.
- Prairie County and Stillwater County joined the Partners Resource Sharing Group.
- Shoutbomb SMS Text Messaging service implemented
 - Currently in use in 17 libraries
- Web-based universal admin installed for managing BLUEcloud products
- BookMyne 4.0 for Android: enabled for 76 libraries
- Facebook "Social Library app installed for 27 libraries
- Enterprise 4.3 GA5 installed
 - Special libraries almost ready
 - Big Sky HS students using now
 - MPL, MT State Law Library and Historical Society using now
 - GA6 release for June
- Coming soon: eResource Central, MobileCirc, BookMyne 4.0 for iOS, Symphony 3.4.1. service Pack5, BC Cataloging Module

FY2014 Budget UPDATE

- All revenue collected and bills paid
- Conferences, Meetings, and Committee Travel on Target
- 34K remaining expenses for salary, members meeting, training
- Current cash balance: \$117,215,49 (as of April 18)
- Nothing was added or spent from the Reserve Fund (yet)
- McHugh asked for questions regarding the budget and there were none

Executive Board Elections (Executive Board)

Special Libraries:

Alison Badger, works at OPI in Helena, cataloger at heart; and working at state agencies.

Sonia Gavin, works at Legislative Reference Center at Capitol. Cataloging, reference, budgeting; has a unique perspective by working with the legislature.

Lisa Mecklenberg-Jackson: not here today. Director, State Law Library

Small School Libraries:

Holly Harper, Teacher Librarian, Whitehall School District; proud to take a turn; big fan of the MSC

Rhonda Horner, Teacher Librarian, Noxon School Library; quality literature and the love of reading; proud to represent the small schools in the MSC

Eastern-at-large:

Sonja Woods, Director, Miles City Public Library since 2006 and an MSC member since 2003. She hopes to help continue the effort of a unified library community.

BREAK

Election Results:

Sonia Woods

Lisa Mecklenberg Jackson

Holly Harper

MSC Reorganization Update and Q & A (Melody Condron)

- Circulation map included over 2200 lines before the reorganization began. Each rule combined billing structure, user profile, item type, loan period, number of renewals, number of items allowed, fines, etc
- All changes are made in sections, with clearly defined dates
- MSC staff working with SirsiDynix to modify and remove unused policies (iTypes, user profiles, etc). This takes time
- *Planned*: discontinuation of special circulation rules for the end of the school year or closings
- *Actual*: schools can now choose from 5 end-of-year due dates
- *In progress*: Discontinuation of most unlimited renewals and unlimited fine accrual
- Already have reduced the circulation map by 500 lines.

Round 1 so far:

- identified item types and home locations not in use by any libraries
- eliminate little-used item types
- 2,000+ items changed
- 82 item types slated for removal
- 75 locations slated for removal

Round 2 so far:

- combined item types and reduced little-used
- over 100,000 items changed

- 9 item types slated for removal
- adding year to library-generated reports in order to get rid of all the old reports
- reports did not change; many libraries did not mark templates

Other changes

- Partners limited the item types and circulation rules as a group
 - Only 4 circulation rules for the all the shared materials in Partners
 - 62 partner item types reduced to 31
- removing unused lines in circulation and hold maps
- using default/system rules to reduce circulation lines
- cleaning up system descriptions

What's Happening Now?

- Round 3: Item types, User Profiles and reports
- Bridger Net & 4Rivers sharing groups are finalizing their shared item types and rules
- Making summer plans, volunteers needed to help contact smaller libraries for cleanup
- System-level clean up (labeling, descriptions, etc.)
- Working with SirsiDynix to modify and remove policies

Summer Plans

- Round 3 changes
- 4 Rivers and Bridger Net circ rule changes
- MSC will contact

Working directly with Libraries

- all regular (non-system) user IDs transitioned to 14-digit numbers
- Clean-up of item and user barcodes
- longer & shorter than 14-digit
- Containing letters and numbers

Questions?

McHugh spoke on how proud she is of Melody, Amy, Ken, Mike, the shared nature of the MSC, and all the libraries involved. State Library staff is meeting once a month at the State Library to see how the reorganization is going. It's about the power of the shared catalog and there is an incredible amount of great work that has gone into streamlining the catalog. Congratulations!
APPLAUSE

OCLC Cost Sharing Formula and Open Enrollment (Cara Orban)

State Librarian seated a task force to look at the cost share formula and a new formula was approved by the Network Advisory Council earlier this year. Cost now based on patron count specials or publics, student FTE count for schools and academics, and holdings in World Cat. It's a relational formula no one library's cost will go up more than 10%. Staff is still negotiating contract with OCLC and will not open enrollment until that is completed. No one will be invoiced before October.

Questions:

Marie Habener, how many libraries do not enroll in OCLC?
All MSC libraries must be enrolled in OCLC to be a member of the MSC.

Content Management Committee Update (Laura Tretter, State Law Library)

- Committee charge: Big focus on cataloging procedures but have merged with OPAC group and Circ group to look at the shared catalog holistically
- Have updated the standard cataloging procedures: focused this year on call number analytics; CIP process
- Currently a long document; looking at how to make it more accessible online with hot links to sections, etc. Committed to keeping print format in place, but trying to expand
- Adding more information about RDA
- Monthly Tips: will include tips that point you back to the procedure manual
- **Question: Alison Badger, what are we doing about hybrid records? Overlap between RDA and procedures.** Committee has not yet made a recommendation on hybrid records yet. But will continue to add GMD in MSC records.
- **Kim Crowley:** GMD is currently an important way to search the catalog and used extensively in that capacity.
- McHugh thanked the content management committee and noted that not all shared systems do this kind of work.

Birds of a Feather Presentations

School Libraries: Jodi Oberweiser; 12 people attended. Book challenge at Park High Library *Punkzilla*. Enterprise: Missoula Public Schools shared about their experience, mixed reviews right now. Diane spoke to experience in using Enterprise. Catalog reorg will make it better. Admin is very complex and Ken has put out only those things that he knows will work. Very optimistic. Searching "did you mean?" will be great.

Medium Public Libraries: 12 people in attendance; no concerns with changes moving forward. Shoutbomb sounded interesting. Very difficult to visit at Chili's because it was loud, though the meal was good. Welcomed Jonna from Plentywood.

Large Public Libraries: Cherie Hesper: had discussion about different venue for Birds where visiting is easier. Courier system looking at continued growth; definite support for reorganization; funding for new position is well supported, a real necessity for growth and will cost more. Need all types of libraries because all feed into people's ability to use the system which benefits our communities and libraries.

Small Public libraries: Deb Hroneck. New library director at Madison Valley, Molly Aagart. Enthusiastically support the addition of the new staff person for the shared catalog. Will give a representative to the content management committee. Upgrades are going well and the system seems more stable moving forward. Ticket system is going really well. Looking forward to replacement to director's station. Hope that the workload of staff will be lightened soon.

Special and Academic Libraries: Alison Badger: 14 in attendance at the Research Center. Melody joined the group and group was very complementary of the MSC staff. Conversation regarding the importance of transparency and how there are various perceptions on how the Exec Board works.

Job Descriptions for MSC staff (Hesper explained this in Ken's absence)

- Adams: MSC director, developing, implementing and managing the MSC. Fully funded by LSTA.
- Price: IT for MSC and state library resources. Salary entirely from LSTA
- Condrón: library system's technician. Problem solving to more than 160 MSC libraries. Salary 62% funded by shared catalog; 38% LSTA
- Marchwick: Technical Services Assistant. Managing training program, monitoring bib and item records. Fully funded by MSC
- New position: Technical Services and Support for member libraries in conjunction with other staff with an emphasis on catalog maintenance. Fully funded by MSC

FY2015 Budget Proposal (McHugh)

- Based on budgetary planning document for SirsiDynix; formal invoice does not come until June. We now have a bundled license.
- McHugh discussed MTLib2Go records and how to better count them for future budgets. We should see a significant drop in the cost of these records per individual libraries. John York, MT Academy. Does that have an impact on the cost sharing formula across the MSC? It will not affect the other libraries that do not have MTLib2Go. We can discuss this further over the coming year if it will affect the cost of running the catalog.
- MSC voted to cover 1/2 cost of DiscoverIT License last year and it shows up in the budget. Comes out of the old fund for "SirsiDynix rooms." It will not come out of the MSC budget in future.
- Additional costs in FY15 budget: MSL indirect Services and Server Location Costs: building depreciation, personnel, accounting, etc. Required by MT Code to reimburse agency indirect costs. \$9,968.16 covers MSC membership fees. Applies to MTLib2Go and other private funds--a 4% indirect cost rate, which is the rate endorsed by IMLS.
- Membership approved by majority vote the addition of a new FTE to the MSC and funding at the Fall meeting. Will be approved today in the FY15 budget and then approved by commission at their meeting in June. Salary increases to State staff kick in too. \$56,300 for the new FTE and the salary increase.
- Reductions include conference costs; keep membership meeting in Helena; no increase in marketing and no non-MSD travel funds. No collection for server replacement, or authority maintenance, or catalog clean-up. All of these efforts to mitigate salary increases.
- QUESTIONS: miscellaneous license costs? MTLib2go, Shoutbomb, RDA toolkit,

To address the transparency comment, Bray noted that all exec Board meetings are advertised online and are open to the public. The exec Board would love to have members join them at meetings. Content management committee is also open; keep this in mind and attend.

LUNCH BREAK

Bray welcomed state Librarian, Jennie Stapp to the meeting.
 Budget discussion – vote (Executive Board)
 Bray asked if anyone needed clarification for voting on the budget.

John York, Montana Academy, moves to pass the budget Holly Harper, Whitehall Schools seconds.

Discussion: Gale Bacon, Belgrade Community Library. Bacon went to the Naughty Latte for some tea and was surprised by the theme, so is still a bit flustered. Expressed concerns at Fall meeting re: the new position. So impressed with reorganization efforts. Did go to the Executive Board regarding the new position and expressed concerns. Both staff and Exec Board were supportive of Gale talking to membership and expressing her concerns. After the Fall meeting there were a handful of people who expressed that they voted yes only because everyone else was and they felt uncomfortable going against the flow. Gale will be the no vote because she feels that others need a voice. Not about peer pressure, this is about everyone having a vote. Bit of a wakeup call for us all last fall; we are at a crossroads and we're having a lot of growing pains. Think we are at a reset time--visit the mission statement, what the purpose and goals are. Never have seen a strategic plan. Let's look at all the issues that are out there. Just about everyone is going to have a 20% increase in the MSC. And this is huge. Courier costs are going up, OCLC costs may be going up for some (and decreased for some), MTLib2Go is going up this year. Staff is being given raises, which is well-deserved. Suggest we should take a year off and catch our breath before hiring this position. This 20% + increase is unacceptable. Would like to make a motion to fund 1/2 of the position. The MSC runs very lean, but there isn't one of us in this room that doesn't run lean. Thank you again to the Exec Board and staff for being so gracious for supporting Gale's expression of concerns.

Honore reminded members (as did Gale) that we are voting on the budget not the position.

Kate Vasser Geise, Sun River Valley Schools: facing budget cuts and will have to go try to sell this 20% increase. We have had so many problems with our service and I've stopped writing trouble tickets because I don't have time. We are all expected to do more with less. Afraid that the School Board will say "no." No money for books because we have been paying for the MT Shared Catalog.

Alison Badger, OPI: in terms of the lack of transparency, it was last Fall's meeting where it felt like the reorganization was rammed down our throats. Didn't feel that we as a group were asked for input. When are you going to quit asking us for money? I love the Shared Catalog and love the mission of it. What is really essential?

Carly Delsign, North Jefferson County Library: \$500 increase is a big deal for us. Gale said it well. Agree with the idea to be more proactive and a strategic plan will help. My mil levies are going down and delinquent taxes are going up. Demand for different more expensive services and use is going up. Would like the Exec Board to have a conversation with us about adding new libraries and services. Hoping that this is the last huge increase for a very long time. Seems like every three or four years there is a big boost. Strategic Plan would be helpful.

Honore Bray: it's not the Executive Board's catalog; it's your catalog. Don't feel you are taking a jab at us; it's not personal. Speaking as the MPL Director, my increase is \$10,000 and I don't know where I'll get that. It's going to be hard for us too. I can't run my library without the Montana Shared Catalog. It's one of the very most important things that we use. Don't feel like you are taking a jab at the Exec Board. We're here to serve you. It's your catalog.

Debbi Kramer, Three Forks Community Library: lost \$7,000 in funding last year. But I put money away for the MSC. This new position will allow us to be more proactive. In medium libraries I am 13th out of 13 in salaries. You can find ways to cut. I work 80 hours a week

sometimes. I would not be able to face my patrons if I told them we were not going to be in the MSC. Very important to move forward with this position and vote on the budget. Make sure it is put to the very best use possible so we are not in this position in the future.

Becky Mosbacher, did vote against this last fall. And did not think I could go to my school board and ask for that 19% increase. Went back to school and weeded and weeded and got rid of patrons who were no longer using our system. Patron count went way down and being charged zero now. We don't have a technology director at our school right now but we have this wonderful group of people at the MSC--it's a bargain. Did have to move things around in the overall budget. When you are in a small school, you are so isolated when you're not in a group like this. Such an honor to be part of this group. I am voting for the budget as presented last fall.

Marie Habener, Director of Dillon Public Library; would like to address growth of the catalog. Suggests more controlled growth instead of open enrollment.

Anita Scheetz: For me it is still cheaper than what I was paying for a stand alone system. The tech support is super and I hope it doesn't go up too much more, but the service is the best. I actually have people using the catalog and coming in and asking for materials that they have seen in the catalog. I am a very small library who has a large patron base and we struggle to offer extra services. The shared catalog has made one job easier for me.

Katy Callon: We really appreciate the shared catalog; it's a large cost savings for us at my library. However, I do think we all in the membership need to consider budgetary needs when we talk about and vote on new features and 'extras' in the future and what do we really need to function.

Nancy Freiburg: If a person had to go back to other automation, it would cost that or more.

Diane Anderson, Missoula County Public Schools: draft of strategic plan may be in the works. Hasn't happened in as timely a manner as we'd all like.

Honore Bray: strat plan was set aside for catalog clean-up

Sarah McHugh: want to make sure to check in with Cara for your estimated FY15 OCLC costs. It's a very different formula and for some libraries it's a cost increase, but not every library has a 10% cost increase. For some libraries costs have gone down substantially.

Sonja Woods call for the question:

Bray: we are going to vote for the budget for FY14 as proposed.

Roll call vote.

Budget passes. 64 votes Yes; 5 votes No

Heser: glad that the budget passed but there are still people not pleased with it. We are the MT Shared Catalog--SHARED. Please ask if you need someone to go to the school board with you. If you need technical support, just ask. We want you to stay in the catalog. Definitely a great bang for your buck. Please ask for help and you'll get it.

Bray: really want to take a few moments to thank Libby, Becky and Cherie they've done a fantastic job and will go off the board this summer. **APPLAUSE.** Also, Ann and Cherie are both retiring.

Anderson: this is a great opportunity to let OPI know about how to try to deliver services to our kids when there is no increase in funding.

Holly Harper: schools get a sheet that tells of the huge benefits of the MSC to schools. Going to talk to Colet to see if she can turn it into a dollar amount for schools. Non-MSC libraries have to

pay into a technology budget to get this kind of service. No longer have to maintain your own server.

McHugh let us know that this document will go to all school administrators.

Fall Meeting: Friday and Saturday, September 26-27, Carroll College Helena