

Merlin Consortium Minutes

February 28, 2019 10:00 AM

Northern Waters Library Service 3200 E Lakeshore Drive Ashland Wisconsin

Call to Order 10:12

Attendance Quorum met

Attending: NWLS: Machones, Itzin, Johnson, Whytsell, Gostomski WVLS: Kingbeil (o)

Libraries: Ashland – Adams, Bayfield – Nelson, Boulder Junction – Sanderson (o), Cable – Lendved, Eagle River – Sarah, Grantsburg – Kelley-Johnson (o), Hayward – Lank-Jones, Iron River – Pooler, LCO – Pfaff (o), Lac du Flambeau – Wolfe, Land O Lakes – Zelten (o), Mellen – Thewis (o), Mercer – Schmidt, Phelps – Hutton (o), Sayner – Braunel (o), Shell Lake – Seaton, Spooner – Bodzislav, Superior – Heskin (o), Washburn – Pendergrass, Webster – Meyer (o), Winchester – Forster (o), Winter – Knuckey (o)

Approval of Minutes (Spooner/Hayward) Revisions accepted

Financial Reports (Gostomski) See Report; (Iron River/Winter)

Motions

A motion to subscribe to Content Café for 2019 using general funds and role the cost into formula for 2020 was approved (Spooner/Iron River).

A motion to accept the amended Best Practices for Book Clubs was approved (Cable/Shell Lake).

NWLS Staff Reports

Technology (Whytsell) Josh Kingbeil – LEAN wi partnership Help desk is communication channel for questions. A request into the help desk will generate a help ticket that's sent to LEAN and will be responded to through email from IT from the three partner libraries. Help desk address for NWLS (not publicized yet) & will be on NWLS website. NWLS preference is to have consortium members use the help desk.

Website Johnson is working on developing website, focusing on the training page so it's a useful resource. Feedback is welcome. Past circulation reports can be emailed to individual libraries upon request.

Lac du Flambeau Training on cataloging and adding titles to the Sierra database is happening right now; about 2200 items added. NWLS (Johnson) and IFLS (Setter) are training once a month. The goal is to go live in June. Wolfe asked about security. Libraries use cameras for security.

Overdrive Instant Digital Card (Superior – Heskin) WPLC Committee tabled the idea of creating these cards. Patron survey response high (7,000); data will be analyzed in the next weeks. Lucky Day collection opportunity – high demand items always available; Overdrive has this ability to offer. Other options to meet high demand holds are being considered.

Other Reports Itzin will forward promotionals from WPLC, Overdrive and others. Expired patrons on Overdrive, Itzin will renew for one month.

Merlin Business

OPAC cover art – quote for “Content Café” (Johnson) Content Café quote from Innovative \$665.24 annual – book jackets, author bios and summaries. A motion to subscribe to Content Café for 2019 using general funds and role the cost into formula for 2020 was approved (Spooner/Iron River). Johnson will follow up with Innovative to determine whether or not individual libraries can use cover art on their own websites and verify the annual cost.

Book Club best practices (Spooner) A best practices guideline will be put on the NWLS website. Use a book club account to place item level holds but only check items out to individuals. Cancel holds on BC account once club has met. A motion to accept the amended Best Practices for Book Clubs was approved (Cable/Shell Lake).

Delivery Study (Machones) Contract signed until 2020. Delivery might change prior to that date & NWLS may be renegotiating a contract sooner. Group decided to wait, rather than perform a delivery study or change the contract.

Cataloging Changes (Johnson)

Recent updates and recommendations – goal is to elevate quality, use standards (RDA), updating vocabulary (subject headings)

DVD series cataloging & circulation policies – (Schmidt) Continue cataloging multiple disc series as one unit (i.e. season 1 is one barcode/1 container).

Material types: graphic novels, book & CD, kits – goal to have material types better reflect items so users understand what they are and items are easier to find. Send any unique item types to Johnson, if you have them.

Patron batch updates – criteria is 3 yrs. with no activity/ less than \$10.00 in fines/billed / no items in billed status over \$10 Item batch updates – lost or missing for 2 yrs NWLS will send a list to libraries before batch deleting

Merlin polices and settings

Username and permissions (Johnson) Libraries can send to Johnson what permissions you want; patron templates, bib/item templates -- also can have individual log ins.

Patron card 1 yr. expirations – state is requesting one year expirations from libraries. Library by library when to globally update patron expirations. Directors stated they are not interested in hiring an outside company to verify patron addresses.

Custom checkout receipts Johnson can customize your receipts, or if you have the permissions, libraries can update their own.

Excessive renewals Staff practices of renewing items more than 5 times; sometimes more than 120 times! Discuss with staff best practices.

Holds priorities tables Reviewed how the hold table is / was created (punishment? Delivery order). Johnson will try to make a new table based on lending and receiving spreadsheet for all libraries.

Adjourn Motion to adjourn passed (Mercer/Spooner).

NWLS Director's Meeting

February 28, 2019

Business Manager

Collection Development grant - send in agreement asap and re-imbursement checks will come in faster

End of year invoicing – Michelle will be working closely with member libraries to ensure bills are paid before the end of 2019.

Phone Tree – updated on the website under contacts (don't call Mike S.). Check on bottom section to see which staff member to call regarding different issues.

IT problem after NWLS hours call and leave Sherry a message.

Updates

CE Children's Book Festival in Rhinelander (NWLS is a sponsor). Overcoming the email avalanche March 20 ; inbox to completion March 27 ; Art & aging workshop April 5 ; Outdoor learning at the library April 17.

WLA Membership NWLS will pay for the membership, 2019 grant agreements ready.

WAPL 1st Week of May (3) scholarships for \$250 each; please send in applications An email will be sent out with an April 1st deadline.

Gale Courses There is a bug in the Gale Courses stats system – zip codes and numbers of enrolled are not the same. GC is working on a fix. Nov – Jan 31 system wide 339 enrollments – NWLS on the high end comparatively.

1000 Books b4 K Still working on zip codes/location for app so correct library will appear.

Annual Report All libraries in compliance- increase in circulation was a trend; nice job everyone getting things in on time

WPLC – No update

PLSR – Final report is going to DPI in the next week or so. There will be public hearings held across the state. The closest one to NWLS will be in Ladysmith. Machones' feels the recommendations are vague. Waltco continues to run the state delivery contract through South Central – which has plans to begin implementing the PLSR delivery model sooner to address on-going problems with Waltco as a vendor. Stay tuned. State aid for delivery is dwindling; soon will be zero (\$15,000 to \$10,000 to \$5,000 –next year, then zero). So, solutions need to be found, both for funding & capable vendors. The annual delivery cost for NWLS is \$160,000.

WLA/ALA WI legislative day was also the day of a big snow storm, so attendance was impacted. Machones was the sole librarian at most of her meetings. WLA is asking for continued funding of \$1.5 mil & an additional \$1.5 million. When the joint finance meets, Machones will invite librarians to share their success stories of '18-'19 funding (Gale Courses). Machones was invited to DC with ALA where she met with Duffy, Johnson, Pocan and Baldwin. All meetings went well with the exception of Duffy's office.

DPI/SRLAW Management of LSTA funds by the DPI was discussed at the recent meeting. The LEAN team sent in an LSTA technology grant to help fund that work. Machones is chair of SRLAW for another year.

Other Business The new partnership with LEAN gives NWLS libraries access to technology kits and in return Machones is requesting NWLS libraries who are not using their memory kits to make them available to the partner systems.

Respectfully submitted,

Sarah Adams – Vaughn Public Library