

# Merlin Consortium Minutes

November 14, 2019 10:00 am

Northern Waters Library Service 3200 E Lakeshore Drive Ashland Wisconsin

**Call to Order** 10:00 am

**Attendance Quorum** met

**Attending:** NWLS: Gostomski, Itzin, Johnson, Kriskovich, Machones (o)

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

**Approval of Minutes** (CA/SL)

**Financial Reports** (Gostomski) See Report; Content Café paid for through interest from consortium fees in the general fund (\$800) (ER/IR)

**Reports from members and NWLS staff**

**Lac du Flambeau update** (Wolfe) – cataloging and shelving books in process. Targeting April/May for completion.

**Assistant director** Merlin statistics reports and procedures (Itzin) Statistics now on the NWLS website. With up-coming ILS changes, the stats will be changing a little. Stats will also be cumulative rather than month by month, so there is access to the year as it progresses.

ILS Manager updates (Johnson) **Shoutbomb** notification service testing is right on track. In December Johnson will begin putting out documents for procedures to use and promote. Shoutbomb can be used for broadcasting library specific messages.

**End-of-year data clean up** Johnson will send out Google forms invites for end of the year clean up. Please respond by early December.

**Merlin strategic planning** SWOT planning for NWLS system and consortium at LCO in early November. This information will provide the basis for the strategic planning group which will meet after today's meeting. Johnson hopes to have the plan ready by the end of the year.

**Potential III representative site visit** There is a new Innovative account manager which presents a new opportunity to work together with Innovative as a partner, rather than just a vendor/customer relationship. Johnson will invite the new representative to NWLS

**IT update** (Kriskovich) **LEAN Consortium** Working on pointing all libraries to RDC to improve stability. WRLS may also move servers to the RDC which will increase partnership benefits – cost effectiveness

**Cloud backup service** – NWLS backs up data nightly to an Innovative server. The cost for this is \$6077 annually. An alternative would be to do back up on to the RDC (in house). Costs – Software (one time) \$4000, annual \$855, \$1000 -\$6607 total. \$600 upfront increase but about \$5000 savings in coming years. There would be some hardware costs as well. Another benefit would be the proximity of the data (Eau Claire) if NWLS ever needed to retrieve the data.

**NWLS website review** Johnson presented an overview of features on the website. Professional collection resources highlighted, directors are invited to share their resources. Some pages are password protected; merlin is the password. Please take some time to familiarize yourself and staff with all the training and other resources on the site.

Other reports (Kriskovich) Any issues with the Sierra upgrade, please submit a ticket. (Gostomski) – Check your NWLS budget numbers sent out earlier in the year, because they might change based on this meeting. In January, annual invoice amounts will come out as well as annual report information.

### **Merlin Business**

ILS Audit committee recommendations (Johnson) Please see the report.

Sierra licenses – review of the number of licenses and possible purchase of more – discussed setting time out feature associated with log in on Sierra to help manage shortage of licenses. There's a form on the NWLS website to report instances when Sierra is inaccessible. Cost of a license is approximately \$1400. A motion was passed to track until April Sierra license shortage, including effort to educate staff and install time-out feature (Shell Lake/Eagle River).

2020 Merlin Consortium budget – discussion and approval of revisions – revision is the cloud back up change- see IT report. A motion passed to approve the revised 2020 Merlin Budget (Superior/Shell Lake).

2020 Overdrive Advantage collection budget – discussion and approval of revisions We are receiving content credit (to purchase additional copies of high demand items-holds reduction) so MERLIN total cost for Overdrive/Advantage is \$23,690). A motion was passed to accept the 2020 Advantage Budget (Hayward/Ashland).

Patron blocks on Overdrive Currently patrons are blocked at \$10 (billed or fined) from using Overdrive. A motion to remove \$10 block on Overdrive accounts was passed (Superior/Ashland).

WPLC Overdrive Advantage selector position Currently there are two representatives from NWLS serving on the WPLC Overdrive. The opening is for the Advantage titles for

our system selecting committee for a 3 year term. Two are interested, Cherie & Emily will discuss together to determine who will serve.

**Break for Lunch ;)**

2020 Merlin Compliance document – discussion and approval of revisions – please see documents. Added at the meeting – The library will submit a HELP desk ticket to report any network or IT difficulties. An approved copy will be sent to each library for board approval and signatures. A motion was passed to approved the revised Merlin Compliance document (Ashland/Shell Lake).

**Adjourn 12:45**

Schedule 2020 Merlin meeting dates; Thursdays Feb 27, May 7, Aug 20, Nov 19

NWLS Directors Meeting to follow the Merlin meeting