

Governing Council Meeting Minutes

February 20, 2015 – Endicott and Greene (via video conference)

Introductions of those present in Greene and Endicott

Old Business –

No old business was discussed.

Forgot my PIN in Enterprise –

Forgot my PIN is now working on the OPAC, Jeff showed all present how to use the new feature, and he reminded us that the patron must have their barcode and an active email address. The email address must be present in the correct field in WorkFlows. The text sent to the patron is standard for all libraries, can only be used once, and will expire if unused after 24 hours.

A question pertaining to whether Sirsi can warn the patron if they don't have an email listed was asked. The message tells them if they have any problems resetting their PIN to contact their library.

Blue Cloud Commerce –

Steve handed out a summary of activity including what money was received and by whom. The feature went active on our OPAC 12/1/14 with a soft opening. We will issue press releases in the near future to inform the public.

A question dealing with Blocked patrons was brought to the attention of all. BLOCKED status is assigned (by the system) when a patron has accrued fines or Bills exceeding the Bill Threshold (currently \$5). Once the amount is below the threshold the patron should be able to check out items. Each transaction will provide the patron with a confirmation number and a receipt showing amount paid. Unique Management referral fees will also be included in the patron status and can be paid using BC Commerce, and the patron status will be updated the same as if the patron was paying the bill at the circ desk.

For Lost items 4CLS will contact the owning library when an item is paid so they can discard or re-order it.

ProPay charges \$0.50 per transaction and 2.3% of the total. The extra \$0.50 in the convenience fee (\$1 Total) should cover the 2.3%. When payments yield an extra remainder (the 2.3% is less than \$0.50), the remainder will be kept in the account to cover payments where the 2.3% is larger than \$0.50.

After two months of operation, the system has executed 29 transactions with a total of \$394.02. \$23.34 went to ProPay to cover fees. The account has a balance of \$370.68.

In the future, if fees to Propay are not being covered by the applied convenience fee, we can raise the convenience fee paid by patrons.

eResource Central –

As a reminder to all interested eResource Central is the integration of the Download Zone into the OPAC. Installation and testing will begin in March, Jeff will have more information at the next Governing Council Meeting.

Wi-Fi Access Points –

Jeff gave an overview of the features and benefits to 4CLS libraries. These cloud-controlled Wi-Fi units are more user friendly and are able to show who is using the Wi-Fi and how much bandwidth is being used. He showed an example of the analytics available to Oneonta, they are the first library to purchase a unit. He stressed that the library can view the analytics without 4CLS having to run a report for them.

4CLS has purchased 20 of these units at a reduced EOY price and has put together pricing schedules for member libraries. See attached pricing schedule. Please note that the pricing of these units is based on the special pricing received for these 20 units. Once these 20 are gone the price will change. We have 20 units already spoken for.

Pricing is attached at the end of the minutes.

Download Zone Update –

Overdrive is offering downloadable audio books in which the user will be able to listen to book instantaneously on any Wi-Fi enabled device. Megan is offering Download Zone workshops for any library interested, please contact if interested.

Last copy collection. If your library has rare items but no room to store those 4CLS will put the items into our collection, contact Megan for the guidelines or with any questions or concerns. The program guidelines will also be posted on the intranet.

Circulation Policy Review –

Reviewed circulation rules and the Circulation-map handout provided by Jeff. Items are circulated using the Circulation Map. The Circulation Map user Item Type, Circulating Library, and User Profile are used to determine how items are circulated. Generic Circ Map entries have been entered for each Item Type that we have defined.

Ex. Item Type Book has a 21 Day Loan Period, \$0.10 / Day Overdue for Item Type of Book then a separate Circ Map entry would be created for them.

The chart hand out will be placed on the intranet in an Excel spreadsheet so individual libraries can double check their own item types.

Platform migration –

We will be switching to an embedded Oracle database structure provided by Sirsi. We have a new server to use for this move which will provide a shorter downtime, approximately one day. Jeff hopes to complete this switch before summer reading programs. All libraries will hopefully have a month notice, two weeks at the absolute minimum, when we begin the switch to oracle. This will affect check-outs, they will have to be done manually, Wi-Fi will not be affected. The new platform, once completed, will not affect WorkFlows only the reports generated by Jeff.

General Discussion –

Steve reminded all present that there are still seats available for Advocacy Day in Albany, February 25th. If you are interested please contact Sherry Gorman. Steve stressed the importance of advocacy for all libraries and encouraged directors to write to their local state representatives to make them aware of the importance of libraries and the value they bring to the communities they serve.

Limited privilege was discussed in regards to the public using JobNow and other Research Center resources outside the library without obtaining a library card. Those present inquired if it was possible to issue a limited use card that expires in a short period of time. It was tabled for a smaller group setting.

Steve thanked those libraries that agreed to participate in the Digital Literacy Training proposed by the governor and stressed the decision had to be made by the end of the day.

Next Governing Council Meeting is scheduled for May 15, 2015 at Hartwick.

Attendance List

Darlene LaBrie NB

Claire Ottman CV

Jackie Mineo NB

David Kent CO

Donna Jo Cody WO

Ramona Bogart AF

Dawn Rogers-Kroll WA

Tina Winstead ON

Mary King GR

Stacy Tromblee DI

Nancy Simerl SH

Connie Dalrymple NO

Marcie Gifford SI

Ed Dunscombe EN

Carol Boyce VE

Jeff Henry 4CLS

Lisa Wise BCPL

Steve Bachman 4CLS

Megan Biddle 4CLS

Emily Creo 4CLS

Wendy Caldiero 4CLS

Brian D. Lee 4CLS

Cisco Meraki MR18 Wireless Access Point

Cost to 4CLS Member Libraries (OTP)	-	\$776.97 ea
Cost to 4CLS Member Libraries (3Yr PayOff) 3%	-	\$266.76/Yr
Cost to 4CLS Member Libraries (5Yr PayOff) 5%	-	\$163.16/Yr
Cost to 4CLS Member Libraries (7Yr PayOff) 7%	-	\$118.77/Yr
There is a One-Time Installation fee of	-	\$ 50.00