

## Minutes of the SEO Advisory Committee Meeting

September 24, 2010

The SEO Advisory Committee met at the Cherry Valley Lodge in Newark on September 24, 2010. The following were in attendance:

Sandi Thompson, PPL, Chair	Jeff Winkle, FIN	Absent: Linda Hren, NCT
Jeannine Wilbarger, ROS	Dianna Clark, SEO	
Ann Riegle-Coursey, NMA	Paula Buco, SEO	
Eric Taggart, CPL	Don Winland, SEO	
Michael Limer, ADA	John Stewart, SEO	
Tom Dillie, MIN	Diane Fink, State Library	

Chair, Sandi Thompson, called the meeting to order at 11:00 a.m.

### Approval of Minutes

Ann Riegle-Coursey moved and Michael Limer seconded the motion to approve the June 16, 2010 minutes. Motion passed unanimously.

### Appointment of Co-Chair

Lorrie Wheeler, Claymont Public Library, was co-chair and retired mid September. Ann Riegle-Coursey volunteered to replace Lorrie Wheeler's position as co-chair.

### Welcome New Members

Dianna Clark asked the committee to introduce themselves as there were new committee members attending the meeting. Jeannine Wilbarger, Director of the Rossford Public Library, Michael Limer, Director of the Ada Public Library and Tom Dillie, Director of the Minerva Public Library. The term for the new members began July 1, 2010.

### Appointment for 9<sup>th</sup> Committee Member

Lorrie Wheeler's retirement leaves a vacancy on the committee with her term ending on June 30, 2011. The committee decided it would be best to appoint a replacement to complete her term. The committee currently has representation from 3 small libraries, 3 medium libraries and 2 large libraries. It was decided to appoint a director from a large library. Eric Taggart nominated Rich Goodwin and volunteered to contact him. Rich is the Director of the Guernsey County District Library System. Eric will report back to the committee after he has contacted Rich.

### Financial Update

Diane Fink, Head of Fiscal & Business Services, distributed budget/expenditure statements for Fiscal Years 2008, 2009, 2010 and 2011, revenue/cash balance statements for Fiscal Years 2008, 2009, 2010 and 2011, a summary of Fiscal Year 2011 license revenue by library, and a summary of non-member libraries in agreement for the ILL service. For detailed financial statements, go to <http://library.ohio.gov/SEO/Governance>.

State agencies received guidance from the Office of Budget & Management (OBM) for the development of the FY 2012-2013 biennial budget submission on July 15, 2010. Budget submissions are due to OBM on November 1, 2010. GRF funding for FY 2012 and FY 2013 can be requested at 90% of the adjusted FY 2011 budget at the core level. An additional 10% in GRF can also be requested at the extended level. For non-GRF and federal funding, agencies can request 100% of the adjusted FY 2011 budget at the core level. Additional funds can be requested above the 100% level if revenue will support the increase. Other documents required for submission include State Library program justifications, fund activity summaries, equipment requests, budget language, and staffing history. State agencies are also required to submit an IT Plan for FY 2012-2013.

For FY 2011 (7/1/10-6/30/11), state employees will continue to take a 3.8% pay reduction for Cost Savings Days as they did in FY 2010.

## **Horizon/Library Issues**

### **a. HIP reviews**

The Syndetics Plus code applied to the HIP for a summary, Publishers Weekly and Library Journal reviews and titles in a series currently appear before the holdings display. It was suggested that the summary be moved or truncated so there is less scrolling to the holdings. John is going to check into the availability of truncating the summary. However, this may be solved when Enterprise is implemented. Enterprise has two tabs at the top of the page one for bib information and one for reviews. John Stewart and Don Winland are in the process of creating profiles for the membership. A completed profile will be forwarded to the Advisory Committee to review and comment before completing system wide.

Enterprise is a dynamic, faceted and fully customizable. This product will enhance the HIP (Horizon Information Portal).

As the most powerful discovery platform of its kind, Enterprise offers a multitude of other capabilities, including:

- Search more than physical materials such as websites, PDFs, subscription content and catalogs.
- Configurable, individual user profiles – library staff can configure page appearances, offer or limit specific resources or databases.
- Create “rooms” based on content categories and themes for specific audiences.
- Social media support – allows users to rate content and submit their own book reviews.
- Faceted results – allows users to narrow search results.
- Fuzzy logic – provides relevant, powerful search results, even for unclear, incomplete or misspelled queries.
- Federated searching allows users to search library databases and catalogs using Z39.50 and 360 Search.
- Mobile friendly - matter what mobile browser is accessing your library’s website, the site will scale to allow friendly viewing and use.

**b. Revisit Games**

It was decided to table discussion on games until further research has been completed. It was mentioned to include this topic as an agenda item for the next Collection Development meeting that will be scheduled this fall.

**c. Overdue Notices**

SEO has a surplus of the datamailer forms for overdue notices and will not be renewing the contract this fiscal year for more forms. Several libraries have decreased their number of notices and email notices have increased. The forms used are an older type form and have become more difficult to get manufactured.

Unique Management Services provides a program where the notice file is sent to them for printing with a per piece charge.

**A few of the highlights of the program:**

\*Cost effective: Only \$.608\* per notice. All notices are run through our National Change of Address service (NCOA).

\*UMS will provide the system with a change of address report for new addresses.

\*Up to 16 items can be listed on EACH notice; thereby, reducing the number of notices that are mailed with your current process and reducing the overall cost.

\*Notices printed on 8½” x 11” paper with individual library logo. This allows more room to communicate with patrons.

\*Simple set up. The library provides UMS with an output of their notice file.

\*For each file received, we will send a confirmation email indicating the receipt of the file. An additional email will be generated once files have been processed and will provide the number of notices printed and number of records rejected due to insufficient address information.

\*Phone notification can also be provided. At \$0.15, a call will be made to the patron. If we are unable to contact the patron, a letter will be sent instead. See attached paperwork.

There is a onetime fee of \$1,200 to customize a script to allow the file to be sent to UMS from the Horizon system. Ann Riegle-Coursey moved and Michael Limer seconded the motion to proceed in changing the way overdue notices are printed and sent by using the program offered by UMS. Motion passed unanimously.

**Privacy Policy**

State Library as a state agency is working on the language to cover the privacy of sensitive information. The consortium members do not store sensitive information on the database such as, driver’s license or social security numbers.

There was some discussion as to what the public libraries responsibility is to their borrowers. Tom Dillie was recently audited and was asked by the auditor if they had a privacy policy in place. Tom will work with Lynda Murray at OLC about language, to provide a template the public libraries can use and for including on borrower registrations.

## **SEO Vacancy**

Larry Zachrich retired on August 31, 2010 from the SEO Library Center after 16 years and a total of 35 years of service with the State Library. His vacancy will be reviewed and his position will be filled based on the needs of the Center and consortium.

## **IT Updates**

SEO has implemented SMS messaging for all types of notices except bills using the OPLIN SMS Service. Testing has been completed by a few of the library sites and is now available for all to use. The message is limited to 160 characters and is general in nature reminding customers that they either have overdue items, items due soon, or requests waiting at their library.

The State Library has made the decision to not move forward with the Evergreen OS ILS Project. At the conclusion of the deadline for interested libraries, there were 10 small locations that responded. Their information was sent to Equinox for a price quote to migrate and implement for the development of an OS Consortium. The costs returned in addition to requirements of the state for the State Library to continue with this project led to the decision for the project to not move forward with State Library involvement.

At the end of July, SirsiDynix was presenting a demonstration of their Symphony ILS product at the Battelle Institute in Columbus. John Stewart and Don Winland from SEO and a few representatives from member libraries attended the demo. The experience and report of the product was positive from all the attendees. SEO has received an informal quote to move to the Symphony product. This move would be considered a free upgrade and the only costs occurred would be for training and data mapping. The licenses that the consortium has for Horizon would be transferred. Additional demonstrations will be presented to allow for more membership involvement.

The Carnegie Public Library East Liverpool sent a letter of intent to join the SEO Automation Consortium in July and has signed a contract for migration with SirsiDynix. Dianna and Melissa Percic is currently working with OCLC to put in place a onetime batch reclamation for the upgrade to the East Liverpool's marc records to include an OCLC# to allow for migration. Once this process is available, SEO will be able to use this with other potential members.

The annual patron purge was completed by the end of July with 58,063 of borrowers being removed from the database. This leaves the borrower count at 770,217.

A total of 67 non-member libraries have renewed their ILL agreement with SEO for requesting any available materials from the SEO Consortium database. The list is available to member libraries on the SEO Best Practices Wiki.

## **Biennial Users Meeting**

The committee met at the Cherry Valley Lodge in Newark to consider using the lodge for our next Users meeting May 2011. Committee members decided that the lodge would be the best location for our one day Users meeting. SEO will send out a questionnaire to membership to see what kind of content they want covered at the meeting.

## **Items too late for the agenda**

A question was asked if the amount of days an item sits on the hold shelf be lowered from 9 to 3 or 5. Dianna will send a survey monkey to directors asking for feedback on the number of days they prefer their items sit on the hold shelf.

## **Adjournment**

Jeannine Wilbarger moved at 2:10 p.m. to adjourn the meeting.

Respectfully submitted,

Dianna Clark