

**DRAGON User's Group Minutes**  
**Wednesday, January 14, 2004**  
**Richland Community College, Decatur, IL**

**I. Meeting called to order**

Nancy Huntley called the meeting to order at 9:45 a.m.

**II. Introductions**

Everyone stood and introduced themselves.  
Dave Zindel welcomed everyone to RCC.

**III. Approval of minutes**

A motion was made and seconded to approve the Tuesday, October 1, 2003 User's Group meeting minutes; motion passed.

**IV. Committee Reports**

Karla Johnson – DB Standards:

- libraries have expressed interest in being able to have reports that give detailed information broken down by Dewey Decimal classification; the following format **must** be used:

J space 123.45 space JOH

for a display of: J

123.45

JOH

Y space 123.45 space JOH

for a display of: Y

123.45

JOH

- you can no longer use JUV, JUVENILE or JF for juvenile materials, or YA, Young Adult or YF for young adult materials
- call number's **must** be consistent to get accurate reporting
- next meeting is February 3, 2004 at 9:30 at RPLS

Shelley Koehler – Technology:

- asked Committee for list of important issues facing us: in addition to the migration, digitization and equipment was listed
- need for an informational sight for updates on the migration – there is a *Migration to Dynix Updates* link on RPLS's web page that you can click on
- next meeting is January 28, 2004 at 9:30 at RPLS
- any concerns - contact any committee member

Linda Meyer – Policy:

- no report
- next meeting is February 19, 2004 at 1:00 at RPLS

Diane Yoeman – Finance – deferred to New Business report

**V. RPLS Report**

Paul Johnson –

1.) Migration schedule – reviewed handout (information will be made available via webpage, Prairie News, etc.)

- October's database extraction of bib, item, patron and authority records went very well
- system profiling – been heavily focused on at RPLS; includes current policy file information moving to the Dynix system; 24 separate tables of information is being pulled from old system and entered into the new; three-step process – training, go back to SIRSI database and extract information, then translate into the Dynix world; special thanks to Shelley Koehler, Linda Meyer, Tim Childers and Matt Wilkerson for their help

with profiling. Security training – set up of login accounts. There are two basic types of logins – one type = a personal name (possibly the head librarian – first initial, last name) and privileges will be extensive; second type = generic names tied to particular levels/functions which will be fine-tuned as we go, based on input from individual libraries. The two largest libraries, Lincoln Library and Decatur Public, will be designing a set of logins based on their specific needs. Basically we are halfway through the migration process.

- loading of test data - libraries must focus on beginning **today** what we call the Thou Shalt Nots – the \* Stops. Beginning today **stop** ALL AUTHORITY WORK on existing bib records; **stop** DELETING bib records; **stop** MERGING bib records. If not, it will affect the authority work Dynix will be doing after today. Items can be deleted at this point, but **not** bibs. One suggestion was to check out the last item attached to a bib record to missing and delete with the bib record after the migration.
  - delivery of test and training server – Paul stressed installing the client software asap to take full advantage of the test database
  - training – Jo will go into detail in her report
  - production data load – more STOPS (note specific dates) – replacement barcodes would be like items whose page gets torn out and you want to add a new barcode – as of the specified date, **don't**; the old one will pop up in the new system, unless you keep track and change later. You can do this with patrons, but not items. Jo explained Dynix's process for further clarification. Choices are; just don't do what they are asking you to stop doing on the specified dates, or keep very good records of what you do so you can correct after we go live, but if that's the case you will be doing double work.
  - hardware installation of production server – will keep test server after going live; will give us a test database to experiment with later to test new software on, without affecting the live database/actual data
  - take note of **stop** DRA date - final break from DRA/SIRSI; will be using PC Reliance in the interim, which is similar to our current OBC software
- 2.) Question of e-mail and server – committee was formed; chair is Matt Wilkerson; did a study.
- committee recommends continuing providing e-mail service at central site, which has been voted on and approved
  - received server and software yesterday at RPLS; will be installed soon
  - e-mail address will remain the same, although configuration with Eudora, etc. may have to be updated with new IP address. Changeover may take place overnight, so little or no downtime; should be quick and easy.
- 3.) Connectivity issues –
- Dynix's network engineer, working with Steve Look, did a study last Fall on connectivity issues; report was received in December; there probably will be libraries that will have connectivity issues when we go live on Dynix.
  - client server software – uses local PC to download tables, etc. to be used throughout day; download can take some time, but normally would not have to do again during day.
  - most libraries are in great shape – ICN, highspeed cable connections, etc. Wireless connections are the main concern – particularly with One-Eleven; lots of ups and downs in the amount of bandwidth; not consistent connection, meaning those libraries will have to reload software (tables) each time; bad news is they will have to reconnect; good news is it can be done at the local level; won't have to call RPLS, but, the connection may take several minutes to reload; real nuisance; will try to set up a meeting with the President of One-Eleven to address issue.
  - alternatives to consider: go to cable service, if available in your area; go to ICN (expensive); wait until dynix's next release in Fall of '04 which will make it easier to connect if you have connectivity issues.
  - reminder – get survey back to RPLS asap; cannot get an accurate picture until all surveys are returned.

- 4.) Training – Jo’s report
- presented training plan at the last meeting; copy still on webpage; moving along on it.
  - completed first phase of process (applications); 29 trainers from 17 libraries arranged in 14 teams; trying to keep geographically close to home library
  - Training for trainers on core training begins February 9th and will continue for approximately three weeks; in the middle of all that is a week of specialized training; e.g. acquisitions, home bound, etc.; core training is circulation, cataloging and pac.
  - most training will be completed by March 31<sup>st</sup> (some on into April); your trainer will contact you
  - very important to have some **un-interrupted** training sessions; time involved - circ and cat = 1 day each, pac = ½ day; will be given all training materials; backup training will be made available if needed at later date
  - to make process easier, complete CBT’s, which take time; have Horizon client loaded prior to training (will help test connectivity, too); if new PC’s were ordered from Steve, client software will already be loaded, although new address will have to be entered (easy to do)
- 5.) Recap some of the things you need to focus on for immediate future – what things you should be doing now:
- PC’s for staff clients – have brought up to standards or have on order asap
  - complete connectivity survey
  - load client software asap on at least one staff PC
  - load/use CBTs
  - keep in mind the STOPS (Though Shalt Nots) and their specific dates

Nancy reported what Lincoln Library is doing to get the staff enthusiastic about the migration – *Fun with Dynix*. Anyone interested in ideas can attend a mini-meeting after today’s meeting with Nancy, Joan, etc.

## VI. Unfinished Business

None

## VII. New Business

Diane Yeoman – Finance (see handout on proposed budget; handout distributed via listserv)

Four basic changes:

- currently have three levels of usernames: pac, full and search – dropping pac and search and changing full to *login*
- database manager fee changing to *access fee*
- cost of *login* to be increased by \$50.00
- cost of *access fee* (database manager’s fee) increased by \$50.00

Proposed increases are for the 2004 – 2005 budget year and will be voted on at the March meeting. There will be increases the following year, but they are unknown at this time; wanted to concentrate on the migration and the changes in equipment needed at the local level this year. This year’s overall increase was only an extra \$10,000. This new technology will be dated at some point, so we will have to revisit upgrading at that time and we want to be prepared. We have to remember technology does not stand still; it moves ahead and is costly.

Q. Is this adequate for the personnel the User’s Group is paying for?

R. Yes. What it doesn’t allow for is a new system down the road.

## VIII. Announcements

Next User’s Group meeting will be on March 17, 2004 at 9:30 at Lincoln Library, Springfield. The regular meeting will be in the morning. There will be an afternoon session on OCLC pricing (flat-fee pricing) presented by Anne Craig, which will include non-LLSAP libraries. Please plan on staying all day.

## IX. What’s New at Your Library?

None

Meeting adjourned at 11:35 a.m.

**Database Numbers –**

292,699 patrons  
808,418 bibs  
2,722,875 items

**Attendees and Summary –**

Paul Johnson – RPLS  
Jo McLain – RPLS  
Terry Moreland – RPLS  
Sue Byers – RPLS  
Joan Rhoades – Clinton  
Nancy Huntley – Lincoln Library  
Carol Waterman – Taylorville  
Dorothy Siles – Taylorville  
Mary Jo Orme – Argenta-Oreana CUSD #1  
Nina Wunderlich – Taylorville Elementary Schools  
Sandy Bonn – Chatham  
Nancy Kruse – Rochester  
Jennie Alexander – Mt. Zion Public  
Karla Johnson – Effingham  
Shirley Ackermann – Lincoln Library  
Shelley Koehler – Shelbyville  
Deb DeJarnette – Lincoln  
Tim Childers – Lincoln Library  
Pam Bradford – Central A&M High School  
Phyllis Barnard – Lincoln Library  
Lois Morse – Lincoln Library  
Diane Yeoman – Mason City  
Pat Burg – Illinois State Museum  
Cathy Marx – Richland Community College  
Doris McKay – RPLS  
Bev Obert – RPLS  
Bob Plotzke – RPLS  
Chet Brandt – Illinois Early Childhood Int. Clearinghouse  
Nancy Simpson – Illinois EPS  
Betty Lou Hicks – Hanson Professional Services  
Lisa Spracklen – Bethany  
Marsha Burgener – Atwood-Hammond  
Suzy Saunders – Lovington  
Susan Full – Springfield College in Illinois  
Harry Gaylord – Supreme Court  
Jean Campbell – Forsyth  
Cyndi Bowman – Argenta-Oreana  
Theresa Cripe – Hope Welty  
Becky Wilson – Herrick Township  
Dawnette Weikle – Maroa  
Carolyn Greger – Mt. Pulaski  
Amanda Standerfer – Helen Matthes  
Mary Ann Pohl – State Historical Library  
Jane Schmidt – State Historical Library

Marlene Wirth – Sullivan High School  
Dorla Reavis – Divernon Township  
Kathy Goleman – Divernon Township  
Carol Moore – Decatur Public Schools #61  
Eileen Curry – Windsor  
Alice Reed – Blue Mound  
Linda Perona – Blue Mound  
Anna Adermann – Assumption  
Barbara Collins – Moweaqua  
Sandi Pointon – Decatur Public  
Scott Pointon – Decatur Public  
Robyn Hendricks – Decatur Public  
Lee Ann Fisher – Decatur Public  
Matt Wilkerson – Decatur Public  
Dave Zindel – Richland Community College

Academic	=	03
Public	=	38
School	=	04
Special	=	07
<u>Staff</u>	=	<u>07</u>
 Total	=	 59

Submitted by Terry Moreland, Secretary