

LLSAP Users' Group Minutes
Wednesday, July 20, 2005
Lincoln Library, Springfield

I. Meeting called to order

Joan called the meeting to order at 9:31 a.m.

II. Approval of minutes

Motion was made to approve the April 27, 2005 minutes; motion was seconded; motion carried.

III. Committee Reports

Karla Johnson – DB Standards:

The Committee met several times and discussed the following -

- reminder – when deleting items, be sure to check to see if you have the last item, and if so, you are responsible for deleting the bib record as well
- reminder – after importing an OCLC record, the red 900 fields are the only fields that may be deleted; do NOT make changes to other fields; explanation can be found in Database Manual, Section 5, *Editing a MARC record*
- at April's UG meeting, it was announced there were 43,000 itemless bibs that would be marked *staff only*; those records have been marked and a document has been created to assist you with step-by-step instructions on what to do with them; *Working with itemless bib records* can be found as a supplemental document in the Database Manual on the Web
- there are approximately 3,600 fast add items in the database that need attention; a *Fast Add* procedure has been created the Committee strongly recommends you use when checking out interlibrary loans; if you currently maintain a paper file, there is no need to change your procedure; there is a link to a supplemental document to the Database Manual with step-by-step instructions called *Fast Add*
- minor changes in Database Manual are indicated by a bar on the left-hand side of document (see online); if you see a bar, there has been a change to that page
- the Committee is in the process of creating a *Problem Resolution* procedure and will have it finalized by their next scheduled meeting on August 10th at 9:30 a.m. at RPLS
- the Serials AdHoc Committee is now a sub-committee of Database Standards; members of the committee are Amanda Murphy (Supreme Court) and Ellen Murray (IASB), representatives for the special libraries; Lois Morse and Bob Moore (both from Lincoln Library, Springfield), and Robert Edwards (Decatur Public), representatives for the public libraries; Jo (RPLS) and Karla (Effingham); the Committee has put in some rather long and hard workdays; special thanks to Bob and Robert for their immense help in this process; conference call with Dynix representative was very helpful; Serials has many complicated layers
- by now the public and academic libraries have received a 12 page document called *Serials Holdings Checklist*; 18 libraries did not respond by the deadline; if your library does not circulate periodicals, please indicate that on the first page and return ASAP; Committee divided these checklists among themselves and are creating a *copy record* for each of your circulating titles; *prediction patterns* have to be created for each periodical and without a library's list, that library will not be able to circulate their 2006 periodicals; you can no longer create a bib record for periodicals in the database
- the Committee will work with school libraries regarding Serials once they open in September; special libraries need to contact Amanda for assistance due to their unique items; training materials will go out in September/October in order for libraries to circulate their first 2006 copy in the new serials module; deadline for all committee homework is August 25th.

Shelley Koehler – Technology:

- no report; enjoy this morning's demo; call any Committee member if you have any questions or concerns

- next meeting scheduled for Tuesday, August 9th at 9:30 a.m. at RPLS.

Linda Meyer – Policy:

Sent a Policy Committee memo out yesterday to the LLSAP listserv –

- Governing Board (GB) approved four additional collection codes – Rental AV, Y Biography, Juvenile Picture Book and Neal Stacks
- GB approved a procedure to help libraries handle their unfilled requests; purpose of the procedure is to alert a library when their patron's request is not being filled even though there is one copy of the item available in the system; would allow library staff to determine if the patrons wishes to place a FirstSearch ILL request for the item
- following the last Policy Committee meeting, a raw data report was developed by RPLS staff which could be used by libraries to view data needed to communicate with their patrons about unfilled requests; communication could be in the form of a "message block" on the patron's record, a phone call or a mailing; form would be up to the individual library; libraries may request the Unfilled Request Report from Terry no more than once per month
- discussion was held concerning library staff comments to patrons when a request from another library is unfilled; libraries in the consortia need to advocate for each other and explain to patrons the possible reasons a request may not have been filled; library staff may call the owning library to check on the availability of the item; at no time should derogatory remarks be made to the public about other consortia members
- GB approved item-specific requests in HIP; Jo has implemented that change and alerted libraries by e-mail.
- next meeting scheduled for Wednesday, September 14th at RPLS.

Diane Yeoman – Finance:
No report.

IV. RPLS Report

Jo McLain:

- thanks to Paul Johnson for mentorship & assistance in this last year's transition
- Sirsi/Dynix merger –
 - SIRSI bought Dynix, but emphasis is on "merger of equals"
 - see www.sirsidynix.com for information, especially the FAQ page
 - Jack Blount, CEO of Dynix will be on the board of the new company and will serve as consultant; Jack is strong in technical aspects of the product; Patrick Sommers, SIRSI CEO, has a strong business background; all reports are they are collaborating well
 - next two planned upgrades, Horizon 7.4/HIP 4.0 (planned for this fall) and Horizon 8.0 (tentatively planned for spring 2006) are on schedule and will proceed as planned
 - all sources indicate strong support for Horizon 8.0 as one of the platforms that will be used for future development; SIRSI has not committed to this course of action, but an outside consulting firm hired by SIRSI was extremely positive about 8.0
 - Bev and Jo talked to Rob McGee, the consultant who was very valuable during our vendor selection process; Rob also believes we are on the right track with 8.0 and thinks it is a strong product
 - no one can predict the future of technology; even without recent merger, we would not be able to see past 8.0.
- Bev, Doris, Peggy, Mike and Jo, along with Joan Rhoades, Gisa Power and Pat Burg, presented our System Area & Per Capita Grant Application last week to the State Library; very happy with the way it went and feel the State Library is pleased with RPLS and our services
- in the selection process for two new half-time consultants we will be interviewing the first week of August
- beeper is gone; for after-hours service, call the cell phone at 217-855-4433

- we are rearranging the upstairs area to better accommodate our needs; Paul's old office will be a one-on-one training area and small conference area; check us out if you are in the building after the first of August
- schools, please get your updated calendars in if you did not do so before the end of the last school year; send to Sue's attention
- training – still having sessions on reports, Manipulating Horizon Data in Excel, all Horizon functions, FirstSearch, IO, ILL through FirstSearch; DPL has agreed to offer more intro to Excel classes – watch CleO for times and dates; Connexion cheat sheets are out – see the Database Manual page on the Web for links; Pam will be offering Copy Cataloging with Connexion in the fall
- call us with any updates or changes to e-mail accounts, so we can be sure you are still getting information from the various listservs.
- thanks to LLSAP staff; great to work with

Terry Moreland:

- ran two extracts the end of June –
 - one for LTI with 19,759 bib records; still working with Dynix to lock down the correct and most efficient process for the twice-monthly extracts/imports with LTI (AEX files); will notify libraries via the LLSAP listserv of the schedule for the twice-monthly extracts; remember that cataloging will be suspended during the two to three hours process; the database will NOT be down during the process; it will be up and usable, just NO cataloging; reminder will go out prior to each AEX extract process via the LLSAP listserv
 - one for MARC of Quality (TMQ) with 834,351 bib records; received the final summary/reports regarding the extract from TMQ yesterday; passed the numbers on to Karla Johnson, chair of Database Standards.

Joan – Anne Craig, director of State Library was impressed with the increase in statistics for delivery; she assured us the State Library will continue to strive in that area; very proud of RPLS.

Bev - very smooth transition; very happy to be new Executive Director; thanks to Bob and Paul for preparing for smooth transition; presentation at State Library was awesome (did good); wowed them with what we are doing; new long range plan in place; thanks to everyone that participated and helped with plan; am a consulting director; call when needed (don't be afraid to call); **we are not too busy to answer any questions**; please continue to call; if in building, come into office for visit; library goddess/dragon doll in chair just inside office door; if dragon in chair, don't come in (bad day); if library goddess in chair, come in; we are here to serve you, that's our role, and we can't be who we are without our membership; you are our strength; thank you for being the strong members that you are.

V. Adjournment

Motion was made to adjourn meeting; motion seconded and carried; meeting adjourned at 10:10 a.m.

Database Numbers –

834,351 bib records
2,711,888 item records
294,851 patron records

Attendees –

Jo McLain – RPLS
Terry Moreland – RPLS
Sue Byers – RPLS
Joan Rhoades – Clinton
Nancy Huntley – Lincoln Library
Carol Waterman – Taylorville
Dorothy Siles – Taylorville
Nina Wunderlich – Taylorville Elementary Schools
Sandy Bonn – Chatham

Nancy Kruse – Rochester
Jennie Alexander – Mt. Zion Public
Karla Johnson – Effingham
Shelley Koehler – Shelbyville
Tim Childers – Lincoln Library
Lois Morse – Lincoln Library
Diane Yeoman – Mason City
Pat Burg – Illinois State Museum
Cathy Marx – Richland Community College
Bev Obert – RPLS
Nancy Simpson – Illinois EPA
Lisa Spracklen – Bethany
Marsha Burgener – Atwood-Hammond
Cyndi Bowman – Argenta-Oreana
Carolyn Greger – Mt. Pulaski
Amanda Standerfer – Helen Matthes
Jane Schmidt – Abraham Lincoln Presidential Library
Marlene Wirth – Sullivan High School
Dorla Reavis – Divernon Township
Kathy Goleman – Divernon Township
Donna Rutledge – Decatur Public Schools #61
Eileen Curry – Windsor
Sandi Pointon – Decatur Public
Scott Pointon – Decatur Public
Robyn Hendricks – Decatur Public
Lee Ann Fisher – Decatur Public
Matt Wilkerson – Decatur Public
Gisa Power – Mason City
Bobbi Benning – Athens Municipal
Anita Walters – Sherman
Linda Meyer – Chatham
Bob Moore – Lincoln Library
Ann Adkesson – Warrensburg
Amy Matzke – Hanson Professional Services
Ellen Murray – IL Association of School Boards
Mike Rodgers – Hanson Professional Services
Kristy Haltom – Argenta-Oreana
Julie Wullner – Lincoln Library
Connie Butts – Abraham Lincoln Presidential Library
Lori Weaver – Weldon
Becky Wright – Taylorville High School
Mary O'Brien – Prevention First
Sally Ascenzo – Bethany
Chris Sweet – Decatur Public
Robert Edwards – Decatur Public
John Wylder – Decatur Public
Joyce Metz – Lincoln College
Alice Doehring – Lincoln College
Janet Hicks – Pana
Mary Kleinschmidt – Petersburg
Gaila Sherwood – Lincoln College
June Burke – Lincoln College
Libby Letterly – Williamsville Schools
Shelley Perry – Illiopolis/Niantic
Kathy Harvey – Springfield Art Association

Respectfully submitted by Terry Moreland, Secretary