

MID-HUDSON LIBRARY SYSTEM
Resource Sharing Advisory Committee Meeting

Date: July 31, 2018

Location: MHLS Auditorium

Committee members attending:

AnnaLee Giraldo (Columbia)
 Lynn Place (Columbia)
 Julie Spann (Dutchess)
 Brian Avery (Dutchess)
 Linda Deubert (Greene)
 Deborah Kamecke (Greene)

Jeanne Buck (Putnam)
 Gillian Thorpe (Putnam)
 Katie Scott-Childress (Ulster)
 Jessica Kerr (Ulster)
 Laurie Shedrick (MHLS)

Minutes from April 16 meeting reviewed and approved, motion made by Jeanne, seconded by Brian.

Discussion Items:

1. Laurie suggested fines and bills brought from GEAC to Millennium be cleared. There is no information connecting the patron to a specific item. No information on what the charges are for was carried over from GEAC. Annalee moved that we purge these fines and bills and Julie seconded. To be an action item at DA meeting. This will remove \$189,619.34 which is owed by 5606 patrons.
2. The Resource Sharing Committee will continue to review bad debt in an on-going manner. Libraries are encouraged to work with Laurie Shedrick to purge records for fines and bills that are unlikely to be recovered because of the number of years since the patron was active.
3. New Encore patch on August 16 will shut Encore down at 5 AM for 1 hour.
4. Big release of Sierra on August 14 will rewrite the material types and itypes and patron types. This committee will work on suggestions for implementation. Auto renewal will also be included in this upgrade. Auto renewal can only work if MHLS can purge courtesy notices. Courtesy notices would need to be turned on. The committee suggests that committee members bring this to their county meetings to discuss whether this would be something that libraries would want. Laurie will send out information to chairs of the county for upcoming meetings.
5. Gender on patron registration card currently pops up as prompt. Committee recommends that gender as a field be removed. It is not necessary to determine a patron's gender in order for them to borrow materials.
6. The Committee discussed adding a visual prompt to the town code label in the patron registration template for non-resident and unserved towns. Modifying town code field labels to designate towns as non-resident or unserved as appropriate will help in creating accurate patron records.
7. Review of Patron Registration Policy and Procedures:
 - a. Lengthy discussion of whether policy should require proof of name and address for creation of a patron record. Discussion centered on giving library cards to individuals who do not have an address and being good stewards of tax payer dollars.
 - b. Discussion of which contact fields need to be required in the patron record. Currently address and phone are required. Committee decided that in addition to a mailing address, an email OR phone will be required. Birth date will continue to be required to create the APATID.
 - c. The Committee agreed that the Patron Registration portion of the Resource Sharing document is complete as drafted.

8. Next meeting full committee will begin discussion of Circulation Policy and Procedures.
9. Plan of Service indicates that MHLS will review ILS services and functionality before our contract with Innovative ends in order to determine if going to RFP is necessary. Reviewed Polaris and Sirsidinex. Right now comparing Innovative and Sirsidinex because Innovative is likely merging with Polaris. Have obtained all information from Sirsidinex and a proposal from Sirsidinex. Waiting for Innovative to bring together their proposal with all of the features they will have available in 2019 in order to evaluate. Ad hoc committee has been formed and been meeting in order evaluate systems and meet with ILS providers. Innovative will present in September. A report will be made to the DA in November.

To include in DA Agenda Attachment as an Action Item:

Purge Pre-Millennium fines (before June 2002)

- Background: In 2002 when MHLS migrated from the GEAC ILS fines and fees were transferred as manual fines to the new Millennium system.
- Issue: The charges are not true transactions connecting a patron and an item record therefore the information is incomplete. Library staff cannot determine the location of the item or checkout location for the transaction.
- Recommendation: Authorize MHLS to purge the outstanding fines and bills on transactions carried over from the GEAC system into Millennium (June 2002).

To include in DA Agenda Attachment as an Action Item:

Remove Gender field

- Background: Patron records currently have a gender field that is not necessary for lending purposes or required for reporting.
- Issue: Asking patrons to identify gender can be offensive or hurtful.
- Recommendation: Authorize MHLS to remove gender as a field in the patron records.

To include in DA Agenda Attachment as an Action Item:

Update Town code field labels to include “unserved” and “non-resident”

- Background: The patron record has a field to identify the town of residency. All towns in the MHLS service area and some immediately surrounding areas are included. When creating a new patron record, staff procedures include selecting the correct town of residence and identifying the patron as resident or non-resident.
- Issue: It is difficult for staff to identify towns they are unfamiliar with as being in our service area, in an unserved area or outside of the MHLS service area. Providing a visual cue to this information by enhancing the town code labels would help staff to accurately complete other fields in the record, like ptype or home library.
- Recommendation: Authorize MHLS to edit Town Code field labels in the patron registration template to accurately identify towns that are “Unserved” and “Non-Resident”. Town code field labels will be modified: eg, “Rochester—Unserved” or “Gardiner—Non-Resident”.