

## **SCLENDS Executive Board Meeting**

July 21, 2017 1:30 p.m.

Richland 2/Sandhills

**Attendance:** Ray McBride, Meg Stroup, Chris Yates, Michael Kaltwang, Alan Smith, Benjamin Hall, Charlotte Johnston, Jason Hyatt, Robert Antill, Ben Loftis, Kristen Simensen, Faith Line, Rita Vogel, Eric Robinson, Rieta Drinkwine, Leesa Aiken, Amber Conger, Carl Coffin

**Approval of May 19, 2017 Minutes:** Corrections: Faith's Deputy Director is Janet Price; correction of the spelling or the organization: It is SCLENDS, one word, all letters capitalized. Passed unanimously.

### **Committee Reports**

#### **A. Cataloging**

Meg Stroup

- search improvements are now on test server, ready to go live, specifically for author and title searches, following guidelines of ALA.
- Catalog is ready for the deduplication process with Equinox.
- Ray thanked Meg and catalogers
- Motion from Faith to approve deduplication project, seconded by Eric and unanimously approved.
- Chris Yates added that the search behaviors are now more predictable. Re-indexing will take place after hours.

Jason Hyatt announced Ruth Canfield's quiet decision to retire from York County Library's cataloging department.

#### **B. Circulation**

Faith Line had nothing to report at this time. She will send out notice of upcoming meeting.

#### **C. Finance**

Eric Robinson

Beginning balance reflects the beginning of the fiscal year, July 1<sup>st</sup>. At the end of June 2017: 411,424.93. Budget this coming year. 307, 681.00.

Based on what we know we will need to spend, our actual ending balance is about 159,000.

Dues are expected to be paid by the month of June. Question: can we expect dues to continue being less? Our ending balance is 171,558.93 which is an average amount. Equinox pricing will adjust when Cherokee County comes on board. Chris will get the information on this by January. Kristen S.: what are using for development? We paid support hours in the last qtr. 5000. Web base client upgrade; three things right now---search enhancement options, authority control, and deduplication.

Unanimous acceptance of financial report

Motion-to approve budget. Kristen, Carl seconded, unanimous.

Eric: Problem with auditors---we pay out of this year's budget ahead for the following year.

Leesa said that the state library can float the money and get reimbursed after July, if necessary and Ray followed that the due date can be adjusted.

**D. Governance**

Chris Yates and Leesa Aiken  
Nothing to Report

**E. Systems Administration**

Alan Smith  
Plan for fall meeting; SCLENDS reports will soon be delivered to designees through email

**F. ICL**

Chris Yates  
Asked who has not received reimbursement for fire damaged items. No one.  
Chris will look into this.  
Kristen S. is in process of switching to a different survey tool, as the current one is not discernible. In the meantime, staff can still use the current form by highlighting it.

**G. Migration**

Charlotte Johnston  
Nothing to report as Ben has not indicated any extraordinary needs.  
Ben—planning to go live November 9<sup>th</sup>.  
CKEE will be Cherokee's code.

**H. Public Relations**

Scott Strawn  
Not present

**I. Website**

Chris  
Master contact list is finished. Please verify that your information is accurate.  
Minutes are posted as soon as they are approved. Please let him know if there is anything you see needing corrected.  
Ray commented that we need updated statistics on SCLENDS for advocacy purposes. Also, cost saving measures and total circulations thanks to SCLENDS membership. We can update these when Cherokee comes on board. He volunteered that Stuart Forrest can run these numbers.  
Some discussion ensued regarding SCLENDS reports. If a member desires a report which is not included in the regularly scheduled ones, it would be simplest to request Evergreen to build him a template. Equinox reports are expected to be very trustworthy. Once these "canned" reports are accomplished, there will be additional training for running reports scheduled.  
Charlotte agreed to submit her training notes for running reports that will be posted on website.

**Other Questions/Issues and Discussion**

Circulating materials at satellite locations (Rieta). Would like to work with community partners to provide circulation opportunities for the underserved. Discussion ensued. Biggest concern is a non-member of SCLENDS accessing confidential information. Charlotte suggested devising a method wherein SCLENDS information is not accessed. However, doing offline (i.e. excel spreadsheet) would allow patron with fines/lost books to get their items. Ray expressed deep concern that satellites would open up the system to serious liability.

Authority Control Project (Chris, Meg)

Meg presented everyone with a handout concerning the advantages of using a vendor to perform authority control. Headings are controlled by Library of Congress; updates occur constantly. Any bibliographic database we would send would be machine processed.

She has had very good responses from "Backstage Processing". They will include RDA fields. They have quoted a price of \$50,000, which will be less once we complete our deduplication process. It does not replace our catalogers. It will be paid out of our existing budget.

Carl motioned that we move forward with this. Robert seconded the motion.

Chris stated that approximately ten report templates are ready for distributing. We should start receiving those possibly before August 1<sup>st</sup>. These will be "in-transit, overdue", etc.

Chris highly recommends that we use the test server and give him our feedback when modifications are made to SLENDS. It is much easier to make adjustments before any standardized policies in evergreen are implemented.

Amber is interested in how to best implement charging no fines to children's accounts. Example of problem: adults using children's cards to check out their materials. Invited ideas from others. If it is only for one library, that library pays the cost. If it is something we all want it can come out of development money. Chris suggested Equinox can help guide us in this process.

Changes in copy status visibility for upgrade. (Chris) These should be ready along with the current upgrade

Leesa asked Ray about using an ipad for self-checkout and paying from that. This should be an increased functionality with 3.0 upgrade, web based client. Berkeley would be interested possibly in joining if this is a possibility. We can put 3.0 on the test server in October.

Oconee may also be interested

Next meeting date: Friday, August 18<sup>th</sup> at the Main library in Calhoun. 10 a.m.

Adjourned 3:15 p.m.

Submitted by  
Rita Vogel