###### WISPALS Executive Committee Meeting Agenda

###### Wednesday, June 15, 2016, 9:00 am

**Conference Call**

**Attending**: Kelly Carpenter (LTC), Ron Edwards (WTC), Gary Flynn (GTC), Linda Gau (NTC), Maria Hernandez (MSTC), Terry Kemper (WCTC), Kim LaPlante (NWTC), Vince Mussehl (CVTC), Jane Roisum (FVTC), Scott Vrieze (WITC) {arrived during the meeting}

**Project Managers:** Melody Clark (WiLS), Andi Coffin (WiLS), Stef Morrill (WiLS)

**Absent:** Hans Baierl (MPTC)

Meeting was called to order at 9:04 am.

**Announcements**Chair S. Vrieze will be joining the meeting a little later. There were no other announcements.

**Approval of Minutes from May Meeting**Maria moved approval of the minutes; Linda seconded. Motion passed unanimously.

**Project Manager Report
ILS (M. Clark)**

*Load Tables*

Due to the issues that we have been having, M. Clark has asked for an increase allowable error messages from 5,000 to 100,000. There was a test and it doesn’t appear that it was increased, so M. Clark is working with III to get this corrected. Since we don’t currently allow overlaying, they suggest having a load table for non-OCLC records. The main table is intended for OCLC records, and that is why there is an error message for every 001 that is loaded. The other option would be to expand and have 22 load tables – one for OCLC and one for non-OCLC for each institution. This could possibly allow for overlaying records if it will allow overlaying based on bib records. If you are happy with the way it is, that’s fine. However, we can implement more than one new load table.

There is a load table service for a fee. It would be about $2,900 for III to create the load the table(s). There is also a workshop that is $2,100 per person.

M. Clark wanted to make sure people are comfortable with how things are working now. When they originally talked with III about overlaying records, they wanted it because they have to delete records every time the load duplicates, and it would be nice for those to be overlaid. Unfortunately, at the time, if they did overlay records, it would overlay for every college’s copy of that record. There was no way to limit it to the bib location. No one wanted to accidentally delete another college’s record.

The Innovative Library Relations Manager knows that this has been a discussion and he isn’t sure that it is possible yet. The issue was tabled until we know if overlaying records is in possible.

If it were possible, at least NWTC is interested in an overlay table. There were some other catalogers that would appreciate it as well.

*Monthly Reporting*V. Mussehl contacted M. Clark and K. LaPlante to make sure that Ex Libris knew that Primo was being canceled. They did ask if V. Mussehl could send a letter on CVTC’s letterhead to verify. Some colleges were interested in getting the letter. M. Clark will send the letter to the Executive Committee, and if colleges want to put it on their letterhead and send to M. Clark, she will send it along to Ex Libris.

There was also an issue with “leaky memory.” M. Clark has asked for more information about how many notices can be run, what the fix may be, and when it will be applied. As soon as she knows this information, she will share. She asked the group which libraries are aware this is an issue and that notices are not going out. FVTC has not sent out any notices since the beginning of May or perhaps earlier. M. Clark clarified that the notices are generated but are not sent, and asked if FVTC could shut off the auto-notice and manually send the messages at a time other than 6 am until this issue is resolved.

There is also the FTP server issue. M. Clark asked if there are any other sites that people need to FTP to. One example is sending records to OCLC in a batch load. We can always add in the future, but wanted to make sure any that are frequently used are already in the list. Please email others to M. Clark.

*Changes to tables*We have restrictions set up so that we cannot view or edit patron records. Some tables are shared and cannot be restricted. One college had accidentally changed the hours of another one. If you do something like that in a table, if you catch it before you save it, just close out of it and the changes will not be saved. If you are making modifications, it’s always better to clear out rather than delete the line.

*End of fiscal*Within Sierra, there is an “updating year to date circ and last year circ.” There is an updating process that has to be run. We need to put all item records in a review file and then run them through the rapid update process via Admin Corner. For NTC, most of the reporting is on fiscal year, so if YTD or last year was set to fiscal year, that would be what they were thinking. Some thought academic year rather than fiscal, but most of them thought it would be most comfortable with fiscal year. In the old system, there was nothing built in. You would run a report and put in the custom dates. With the rapid updating of year to date, you can clear out year to date and move it to the last year’s circ. It’s empty for everyone at this point. Let’s say there is an item record that had 7 circs this fiscal year. It would 0 out year to date and move the 7 to last year. The other option is to have the year to date be ADDED to last year instead of replacing. This year, it’s not an issue. There is also a total circulation for the item. This would give more control to allow people to set custom dates in this case.

M. Clark can do this for everyone (create list and run it through the rapid process) if everyone wants it done. She will send a follow up email and asks that everyone reply. She doesn’t want to make this change without making sure it’s okay.

*Acquisition fiscal close*This work can be done any time after July 1. There are three different methods, so M. Clark will send some information to the group detailing all of them. It does not have to be done right away after July 1, but could be done anytime you’re ready. For those who are not using acquisitions fully (create order records but don’t generate beyond that), if they are encumbering and paying through the system, it would be wise to do it using “Method 1.”

**Cooperative Purchasing (A. Coffin)**There are no updates, given that the height of renewal system is upon us and things seems to be going smoothly. There was a question about OVID. K. Carpenter thought maybe they were overquoted and wanted to know if there was resolution. The price increase for 2016/17 is tiered. The group price was more expensive than the two individual price. A. Coffin negotiated the same price for everyone this year. Next year’s quote is a 9% increase, so she is still negotiating that at this time.

The most recent quotes can be found at anytime in the Dropbox folder.

 If there are other questions or concerns, please let A. Coffin know.

**Website Redesign (A. Coffin)**Everybody has their information in for member pages. We are now waiting for some photos. In the next month, A. Coffin will be updating content that will likely not change after the strategic planning meeting. She may be reaching out to people for review.

The documentation library is on the website under “Members” menu. It is password protected by the same password as the directory. Let A. Coffin know if you need that. There is a form now to upload and share documentation.

**July Meeting Update (S. Morrill)**There is one update for the agenda. We discussed last time having some instructors from CVTC present during lunch. There is now a conflict so they will now present at the end of the day, which will allow people to network during lunch and allow those who are interested in the topic to stay for this conversation.

**Strategic Planning (S. Morrill)**Please don’t forget to do your strategic planning worksheet by the end of the month!

*Involvement in ACRL’s Community and Junior College Libraries Section (CJCLS)*A. Coffin shared that there is an ACRL unit specifically for community and junior colleges. A couple of people get their email list and other publications. She asked if the group would like her to keep an eye on the group and share information with the Executive Committee or others as appropriate. They seem to be active in open educational resources and also have a community engagement librarian task force. The group was supportive of this idea, so A. Coffin will begin doing this.

*Like Consortia Reports (VIVA and Orbis Cascade)*A. Coffin did some research on VIVA, the Virtual Library of Virginia. It is a consortium of non-profit academic libraries with approximately 80 members. The focus of the consortium is a shared electronic resource library. They are state and member funded and purchase a core set of resources that are available to all of the public institutions (but not the private institutions). Members can opt to purchase additional resources or upgrades. They have a Steering Committee, collections committee, resource sharing committee, and ad hoc committees. Some examples of what they’ve done with the committees in the past include shared collection analysis, last copy video project, universal borrowing pilot (which they have now implemented on an opt-in basis and allows for in-person borrowing rather than through ILL and delivery). They provide guidelines for resource sharing, but do not provide services to enable resource sharing except the shared library. A large portion of their budget goes to procurement and they have significant energy toward resource sharing and encouraging libraries to be “as generous and responsive as possible.” They also provide training through members or vendors of new products. They do not share an ILS, but they do support MARC record delivery for the virtual library.

M. Clark reported on Orbis Cascade is a consortium of 39 libraries in the Oregon, Washington, and Idaho region. They have 10 staff members and they are governed by a council and a board. They do have a shared ILS and are running Ex Libris and Primo. They have a partnership with Ex Libris and developed a “center for excellence” that is a group of Ex Libris employees and Orbis Cascade members and focus on the development and continuation of enhancements, best practices, and how to best utilize the functionality of the product in a collaborative environment. They have shared electronic resources and ebook collections outside of the shared ILS. They have staff that work on discovery and fulfillment, electronic resources, ILS, and a unique/local content manager. They have a robust sharing of both electronic and physical resources. They do a lot of data and information collection and sharing of that data (archival information, digital collections, etc.). They have online forms and email lists to communicate.

Project managers will send out these reports and we will talk about the themes at our July meeting.

**Contract Hours Reporting (S. Morrill)**As of the end of May, project managers have expended approximately 485 hours.

*{S. Vrieze took over the meeting at this point in the agenda.}*

**Annual Report**A. Coffin sent a draft outline with the meeting agenda, which has been pulled together from past annual reports and some brainstorming from WiLS. The group discussed what they would like to see included in the report and who they believe are the best audiences. G. Flynn shared that there used to be an annual meeting with the Presidents to report. Now, the college president of Gateway, who serves as the Board chair, distributes this to the president’s group and they review at the president’s meeting. Other than that, it could be used as a marketing piece for WISPALS that could be shared publicly and with supervisors to encourage continued support of the consortium. When new administration comes in, this document can be valuable in sharing information about the group. The group did not have suggestions from other content and felt the outline would work well. A. Coffin will begin writing and share a draft prior to the in-person meeting so that we can see if anything might be missing and have the document done by September 1. A. Coffin will be asking for highlights of things that have changed at the libraries, awards, etc. If anyone has any other ideas, please feel free to email A. Coffin.

**Idea Sharing Round Table**
S. Vrieze’s library has moved from Technology Services and is now under Student Affairs and are starting to think this was a mistake, as it tends to be more focused on recruitment. Their umbrella group is the “Learning Commons” and includes the Learning Center, Educational Technology Center, and the tutoring and academic support. K. Carpenter’s library is also moving to Student Services from Instruction as they rebrand the space is a student learning center. M. Hernandez has been with MSTC five years and has had seven supervisors and it sounds like they have had trouble figuring out where to put the library. It feels like they are the “hot potato nobody wants.” L. Gau’s library is under the vice-president of learning and they are the “Center for Teaching and Learning Excellence.”

L. Gau thanked K. LaPlante for instructions for exporting and manipulating information for inventory. She will share with the rest of the group.

K. LaPlante did the batch checkin and batch delete of records for things that were long lost. It was very simple: make a list of items that are very long overdue (1 year or more, for example). You then go to Admin Corner and “Batch Checkin” under circulation. Then go to delete records and use the same list to do that. There are detailed instructions for this process in the data library that is available on the website.

**Communications and Miscellaneous**S. Vrieze gave his final words as Chair: it was a great experience, despite the year being different than originally expected. He is thrilled with the transition made to WiLS and is happy with working with them. He’s enjoyed running the meetings. He formally thanked K. LaPlante for all of her work this year. We all owe her a debt of gratitude! Thanks to Scott for his work!

It is also R. Edward’s last meeting. The group thanked him for all of the work he did over the years and wished him the best of luck.

Congratulations to K. Carpenter for being the next chair! S. Vrieze offered his support and help as needed.

L. Gau moved adjournment. G. Flynn seconded. Motion passed unanimously. Meeting adjourned at 10:05.

**Next Meeting**: July 18th 10am-3pm, Chippewa Valley Technical College, 620 W Clairemont Ave, Eau Claire, WI 54701, In-person

**Minutes**: Stef Morrill (WiLS)