

**AUTOMATED SERVICES COMMITTEE**  
**August 28, 2001**

**PRESENT** (voting): J. Cirrin (APLM), Carol Hamblin (GUIL); Richard Naylor (COLN); Karen Nuckolls (UHLS);

(Non-voting): Jonathan Koppel, Philip Ritter.

9:05 a.m. – Meeting was called to order by P. Ritter, Chair.

**I. Minutes**

Minutes of the July 24, 2001, meeting were accepted as written.

**II. Automation Services Report**

K. Nuckolls highlighted the following items in her written report:

- the Implementation Team has been meeting to develop the points that should be included in the *epixtech* contract. They hope to have the contract finalized by the September 25<sup>th</sup> ASC meeting and to the UHLS Board at their October 10<sup>th</sup> meeting.
- she reviewed the page of *epixtech* commitments that will be an addendum to the contract. This includes the custom report that *epixtech* will create for us that can be used by the members to pull out the statistics for the State Annual Report. P. Ritter noted that the following points should be clearly stated in the contract:
  1. The custom report will be developed for both UHLS and the individual member libraries
  2. *epixtech* must be prepared to make changes to the custom report as the State Report changes
- UHLS will be purchasing either the 7.2 or 8.0 version of *epixtech's* Horizon Sunrise.
- A firewall will cost approximately \$20,000 for installation with a \$3,000 per year maintenance cost.

Discussion regarding some of the items in the List of *epixtech* Commitments distributed by K. Nuckolls:

- Book jacket images program: Is it possible, at an extra cost, to have the book jacket images as well as a Table of Contents and excerpts from the first chapter of a book?
- Central Library: J. Cirrin asked if the Central Library could be first “hit” in the Request List for a limited amount of time. When there are books missing from the Central Library’s collection, it delays service to the patrons because someone at APLM must check the Request List every day.
- Discussion regarding the creation of a hierarchy for the “hits” on the Request List. R. Naylor suggested that smaller libraries should be higher up on the hierarchy and would be selected as “hits” sooner than the larger libraries.
- Childrens iPAC: Mary Fellows and the Youth Services Interest Group are

checking out several Childrens' Horizon OPACs. The OPAC has lots of icons on the search screen and most of the searching can be accomplished by clicking the mouse rather than typing anything.

Discussion regarding the Internet slowdown experienced by UHLS and the member libraries. K. Nuckolls noted that UHLS has developed a program to check the email and Internet every five minutes for any problems and to control them. R. Naylor suggested that UHLS should consider upgrading to a T-1 line for Internet access via CDLC.

Discussion regarding the ongoing database cleanup. R. Naylor asked if there was anything that the libraries could do that would speed up the process. Discussion regarding the problem items from the COLN tapeload. R. Naylor will give K. Nuckolls a date after which all COLN missing items could be deleted from the database. K. Nuckolls noted that R. Cheng wrote a similar program for APLM.

John Rose from *epixtech* will be attending the September 5<sup>th</sup> meeting of the Implementation Team to demonstrate additional software.

K. Nuckolls noted that a meeting will be arranged between the UHLS Implementation Team and the *epixtech* team that will be assigned to us.

#### **V. UHLAN Fee Structure**

P. Ritter spoke of the need to change our fee structure for the next automation contract beginning in 2003. According to the current contract, any fee changes need to be announced a year in advance. Therefore, the new fee schedule must be in place by the end of December 2001.

P. Ritter noted that UHLAN costs about \$400,000 per year including staff, equipment, etc. The libraries are currently paying about 1/3 of the cost. Some decisions need to be made as to how much of the UHLAN costs that libraries are willing to cover. He suggested that an automatic percentage increase should be built in to the fee structure. R. Naylor noted that it is easier to budget if the increases are small amounts each year rather than asking for large increases every 3-5 years.

P. Ritter noted that some systems start with a flat up-front fee and then add some combination of circulation charges, patron charges and item charges on top of that. Discussion regarding the fact that an up-front fee would be assessed on all libraries, even those not currently circulating, because they all benefit from interlibrary loan and other services that use the automation system.

R. Naylor suggested that the new price formula should be adjusted so that the income from the libraries is equal to the amount projected for this year.

Discussion regarding a formula that takes into account the number of registered patrons. R. Naylor noted that the number for COLN is incorrect due to the

tapeload. Consensus that the number of registered patrons might not be a useful statistic to use in developing the fee schedule.

Consensus that the circulation figures and items owned would be the most reliable statistics to use in the fee schedule.

J. Koppel will work on a draft of a fee schedule for discussion at the September 25<sup>th</sup> ASC meeting.

**V. Other Business**

C. Hamblin asked what will happen with Claude Caesar's position. P. Ritter noted that the position will be filled. However, the Automation Department will be re-defining the responsibilities of the position and will need to determine exactly what type of skills are required. He noted that J. Koppel is doing an excellent job and that we would like to find another employee with similar capabilities.

10:20 a.m. – Meeting was adjourned.

**NEXT MEETING: Tuesday, September 25, at 9:00 a.m. at UHLS.**

**Agenda:**

1. Minutes
2. Automation Report
3. Implementation Team Report
4. UHLAN fee structure discussion
5. Other business

Heidi A. Fuge  
8/29/01

## **AUTOMATION SERVICES REPORT AUGUST 28, 2001**

### **LINKING LIBRARIES**

- ? **Linkers inputting items sent to UHLS from CAST, RENS, SCHG, & VAFL into UHLAN database. Almost finished with UHLS portions at VAFL, & SCHG**
- ? **Linking continuing at CAST, SCHG, & VAFL onsite**

### **ANSWERED QUESTIONS FROM MEMBER LIBRARIES ON:**

- ? **Reports**
- ? **Usernames (BETH; EGRN; GUIL; VOOR)**
- ? **Policy files (COLN)**
- ? **Linking**
- ? **Web2 renewals**
- ? **epixtech**

### **MEETINGS ATTENDED AND LIBRARIES VISITED**

- ? **8/7 : Linking training at NASS (Karen)**
- ? **8/14: Implementation Team Meeting**
- ? **8/20: Linking training at VAFL & SCHG (Karen)**
- ? **8/21: Implementation Team meeting**
- ? **Visits to WTVT, SCHG, AND SNLK (Jonathan & Rawdon)**

### **SYSTEM MIGRATION**

**For the past two weeks, the newly-formed Implementation Team has been meeting to formulate the important points which should be included in our contract with 'epixtech.' These have come from discussion, notes on site visits, e-mails, demos, and any contact with the vendor.**

**Karen has gathered all of these sources into a document that the team is currently looking over and which has been sent to Brad Baumgartner and John Rose. The commitments that 'epixtech' has made will be listed as an addendum to our contract.**

### **WEB2 RELEASE 1.3a**

**The new release of Web2 was set up on August 21, and we have received some compliments from users through the Suggestion Box. There has been a problem reported which is being worked on with DRA and should be resolved soon.**

### **E-MAIL AND INTERNET**

**Password protection was enabled in web publishing for all member libraries. We continue to monitor e-mail activities, and have developed a script to check every 5 minutes for problems. We have a 'hotmail' account subscribed to NYLINE to monitor NYLINE activity. The internet slowdown was caused by someone using video streaming.**

### **STAFF CHANGES**

**Please remember to alert Karen whenever member library staff leave or new staff arrive, so that usernames can be added and deleted.**

### **DATABASE CLEANUP**

**Database cleanup is progressing. We are working with duplicates elimination; brief records; and pageless records.**

### **CALENDARS**

**Where has the time gone? Next month you will receive your blank 2002 calendars to fill out. While we understand that not all of the libraries know their exact schedules at this time, please send in filled out, based on last year's. Changes can be made later, when your calendar is firmed up by your board.**