I. MINUTES

MOTION: R. Naylor moved to accept the Minutes of the March 2, 2012 meeting as presented. G. Kirkpatrick seconded. Unanimous.

II. AUTOMATION REPORT

• OVERDRIVE SUPPORT: E. Butrico noted that a lot of UHLS staff time was devoted to OverDrive support and cataloging work. She asked how this fit into the budget and if the libraries should be doing more of the support work.

J. Thornton responded that the increasing purchase of e-content by the libraries means that there is an increased cost for the purchase of the corresponding MARC records by UHLS. The e-content records cost $1.50 each. MARC records for other library materials are usually $1.00 each. The MARC records for non e-content are imported from OCLC every day. The MARC records for e-content are imported twice a week. UHLS pays OverDrive for the e-content MARC records, and pays OCLC for the other MARC records. R. Naylor suggested that it might be possible to invoice the libraries for a portion of the cataloging costs. E. Butrico responded that if this happened, she would definitely like to have the cataloging costs invoiced separately from the UHLAN fee.

It was noted that in future budgets it would be possible to use Central Library Aid to cover the cataloging costs for e-content. T. Burke noted, however, that this would take Central Library funds away from what was spent on both print and e-content materials.

In addition, OverDrive wants only one contact for user support and at this time that is handled by Jo-Ann Benedetti.

B. Nichols Randall noted that in September there will be a change in the cataloging standards with the switch to RDA. It is possible that there might be a decrease in the cost.
T. Burke noted that the new Plan of Service will help to address the UHLS staff time issues by establishing some priorities.

Discussion regarding whether UHLS should answer OverDrive questions from the public or should direct them to the appropriate libraries. J. Thornton proposed the following solution:

- A patron with an OverDrive question can use the "Support" link on the Overdrive site, or any link we want to put on our websites.
- They'll see a form similar to our current "Contact us" form (http://www.uhls.org/contact_us.asp), which they'll use to select a library to send the request to, and to fill in some required fields (Name, email, phone, barcode, book title, operating system, browser, ...)
- If the library contact can answer the question then that's great and we're done.
- If the library contact can't answer the question they should forward the original request to Jo-Ann, and include any steps already taken with the patron so Jo-Ann doesn't have to do them again.
- If any library prefers to let Jo-Ann answer the questions from the start, then we'll just make Jo-Ann the contact person for that library. Any library can always opt in (or out) later.

He noted that all of the libraries that wish to have the questions sent to them first, should send him the email address of the individual(s) who will be responsible for answering these questions.

- UHLS WEBSITE SUPPORT: In referring to information in the Automation Services Report, B. Nichols Randall asked about the System's role in supporting individual websites and to what extent would UHLS go in helping. T. Burke noted that it is the System's role to support the member libraries in all of their work in whatever way we can, within our resources. J. Thornton noted that any library can always email UHLS with a question and we will do anything we can to try to help. There are limits to what UHLS can do because of expertise and staff time, but no library should hesitate to ask for assistance in anything.

### III. AUTHORITY CONTROL PROCESSING

J. Thornton posed a question for consideration and future discussion: since the Authority Control Processing costs about $3,500 per year and there are a relatively small number of records that are actually affected, he is suggesting that the processing take place every other year. This suggestion will also be considered by the Database Advisory Council. Since the next processing won't happen until March 2013, there is plenty of time to consider the ramifications.

### IV. HORIZON UP-DATE

J. Thornton reported that the recent Horizon problems were due to the fact that the building of a permanent circ history table used up all of the space in the system and therefore froze out other processes. SirsiDynix is now, slowly, re-loading 300,000 MARC records and Horizon should be back to normal by the end of the day on Friday, May 4th. He noted that although the problem was caused by functions being done by UHLS, SirsiDynix was "heroic" in helping to clear the problem.
V. RPA PROBLEMS
There are still some problems with Remote Patron Authentication (RPA). The tremendous increase in OverDrive usage simply overwhelmed the RPA server even though it restarts every 10 minutes. At this time, there is only minimal authentication and Rawdon is still working with OverDrive to resolve this. K. McClellan asked about authentication for the OverDrive Advantage. J. Thornton will check and see how this is affected.

NEXT MEETING: July 6th after the Directors Association meeting

12:07 meeting adjourned.

Heidi A. Fuge
5/4/12
Authority control

We sent our entire bibliographic database to LTI for authority control processing on Saturday 3/31 and it was returned on 4/17. The changes:

- 39,583 new/revised name authority records
- 4,451 new/revised subject authority records
- 16 new/revised juvenile authority records
- 292 new/revised genre authority records
- 748,445 Total headings
- 17,158 Changed headings
- 731,287 No change headings
- 85,045 changed bib records

Given its price (~$3500) and the relatively small number of records affected by this process, the Database Maintenance Advisory Council will discuss possible alternatives such as biennial or triennial updates and make a recommendation to ASC if warranted.

RPA (Remote patron authentication) problems

from Rawdon:

We have a problem with our RPA server -- it is not authenticating users remotely. This affects remote access to online databases and Overdrive. As of this time, Overdrive barcode authentication is turned off, which means it will only look at barcode prefix to authenticate. (This is the workaround arranged by Jo-Ann and OverDrive to keep OverDrive available during our recent Horizon upgrade.) For remote access to online databases, it will still not work reliably. SirsiDynix has been contacted and we are awaiting solutions from them.

Changes to UHLS web site

On Monday 4/30 we will move the UHLS website to a new server. The main changes are:

The "new" part of our URL (www.uhls.org/new) will disappear. If you have bookmarks to any pages on our site that include "new" they will not work after the move. For example, www.uhls.org/new/youth_services.asp will now be www.uhls.org/youth_services.asp.

If you still use parts of the old, deprecated web site, those links will also die on 4/30. If there's a page (or pages) that you absolutely need that are no longer accessible on 4/30 please let us know. Email support@uhls.lib.ny.us

We're switching to Google Custom Search for the website's search engine. We tried this in the past but couldn't get rid of the ads. The first term I searched for was "Adult Services." You can imagine the ads that were returned. Since we moved to Google Apps
for Education last year, the ads no longer appear. The great news is that Google Custom
Search indexes PDF files, so all meeting minutes and other PDF documents will now be
searchable. It may take a little while for the index to become current (e.g. now it
retrieves lots of documents from the old site), but it’s extremely useful now in spite of
the deprecated docs returned.

We plan to remove the "Search UHLS Site" box on the home page for two reasons: 1) the
Google search widget won't fit into that space, and 2) it confuses some people
anyway (they think they're searching the catalog). To search the website you'll just need
to click the "Search" link in the upper right section of the home page.

Inventory module

At RVLL’s request we researched the Horizon Inventory Module, worked with SirsiDynix to
clarify some issues, and helped to get RVLL started with their inventory project.

Overdrive support

The frequency of questions is increasing, and Jo-Ann Benedetti has done an outstanding job of
answering them and working with Rob and me so we can assist and fill in when she’s not
available.

Also, the number of OverDrive titles purchased by the libraries is increasing, and the number of
MARC records that we add to our database increases at the same rate. The cost of $1.50/record
(compared to $1.00/record for CatExpress records) will stress our cataloging budget even
though we’re importing fewer CatExpress records as OverDrive purchases increase. We’ll
continue to monitor this trend.

Summer Reading Programs

We started working to support both the Summer Reading Program developed by John Love at
BETH and the NYS program created by Evanced Solutions.

UHLS mailing lists

Rob created web pages containing the email addresses belonging to the most heavily used UHLS
mailing lists: http://www.uhls.org/staff_only/mailing_lists.asp

New report

At Judith Wines' request we created a new report on the Ad Hoc Reports page
(http://horizon.uhls.lib.ny.us/reports/). It's called Circulation by Collection Codes - Annual. It's
the same as the "Circulation by Collection Codes" report except it gives circ totals for years
instead of months.
Library support (Rawdon)

BRUN - restaged a staff workstation (that is the one crashing the receipt printer)
APLM – fixed ftp in WordPress – permission for wp-content folder needs write access for everyone.
VAFI – set up Peachtree financial software on its server. Also, working to resolve Microsoft eOpen site login. It seems that a trustee member has the login but the staff does not know about it.
ALTM – trying to find out why Apple devices cannot connect to the Internet thru wifi while other devices can. It seems that it is caused by the router – looks like the Cisco router takes a longer time to give out an IP address but I cannot confirm it. It looks like the other Cisco router (test) does not have that issue.
RVLL-set up another wifi access point in the basement

Riverway 2012
We made a lot of last minute changes to the Riverway 2012 website with content provided by Mary Fellows: http://www.riverwaystorytellingfestival.org/

Miscellaneous

We made items with a status of ‘trace’ nonrequestable.
Rob and Joe attended the CDLC Field Day “Look What They’ve Done to My Books, Ma: a conversation on e-books and resource sharing” on April 23 at WSWHE BOCES in Saratoga Springs.
Joe attended the OCLC WorldShare Management Services webinar, "Webscale and Library Groups," on April 18.