

## **System Managers' Meeting 14 January, 2003**

**CMPL Migration** – Please remind staff that the yellow shipping slips are for items going to CMPL only. CMPL will use yellow shipping slips for items going to shared system libraries from CMPL.

Patrons will need to have two library cards if they are going to use both shared system and CMPL libraries. There have been several complaints about staff (shared system and CMPL) taking cards from patrons when issuing the second card. Please remind staff not to do this.

All CMPL bills on shared system patron records have been deleted. CMPL **patrons that have not used their cards since June 2001 have been deleted**, and the rest should be deleted (if they don't have bills) on February 1st. Most CMPL items have also been deleted.

Please remind staff that the library field in a patron record has to match the barcode. For example, if LEN is issuing a card to a CMPL patron, they would use LEN in the library field, not CMPL.

Marsha Doege has a list of CMPL patrons who have purchased SLC cards. There are stickers on those cards. After discussion, it was decided that CMPL will keep some blank MCL cards on hand for those buying SLC privileges. They will issue both cards at the same time, and get patron information to SLC staff to enter into Sirsi. A memo was requested on this topic.

If there are questions about the status of a patron when issuing a second card, please call the patron's home library, or SLC staff if that library is closed.

**SLC Network** – Tammy said that MCL has been recabled. This needed to be done before any other upgrades because all shared system libraries use this cable to reach the servers. We are in the process of getting a firewall and new switches. All libraries except for Troy will be moved to Comcast. The two current Internet lines going from the Co-op to the Internet will be combined, which will double available bandwidth.

There will be some downtime when MCL switches over to the new cable. There will be additional brief downtimes for current Ameritech libraries when they switch to Comcast. When Ameritech libraries are switched, SLC staff will need to make some small adjustments to workstation setups. This should take place at the end of February or the beginning of March.

**Most Popular List in iBistro** – Kristen asked if item cat2 juv should be excluded, to avoid listings such as Berenstain for Most Popular Author. We'll try it.

**Renewing Patron Cards** – Kristen distributed a memo on how to change the renew patron wizard to have it prompt to check addresses.

**Next Meeting** – The next meeting will be Feb. 4th at MCL. It will not be the second Tuesday because that would conflict with Hyperion training.

**Round Robin** – CHE would like more IP addresses. When they switch to Comcast, they will need only one IP address for their building.

SCS has noticed that some patrons never get notices. They will provide examples to SLC staff so that logscans can be run.

SCS had an example of a patron record that never went to collection, despite meeting their criteria. Tammy will check it. It is possible that all records from the time period before collection agency was run might have been missed.

SCS noted that their staff didn't get e-mail messages last Thursday, and got mailers or phone calls instead. Other libraries also noticed this. It looks like the e-mail notifications didn't run last Thursday. SLC staff will look into this.

SHL had today's MiLE report, which has an item with no branch or library information. Kristen said this happens when the systems have trouble communicating, and an ISBN doesn't get pulled. You can either look up the item in Sirsi and send it if you own it, or wait for Vicki to fix it.

MTC has discontinued charging a \$5 processing fee. Please update your charts.

WAM reported that 2 of the 5 Warren branches could not access most of the December reports. Tammy said there are too many reports on the system. We can only have 2500 scheduled reports, templates and finished reports total. She asked if we could keep reports for only 7 days. This would not be enough if people were on vacation. It was decided to only keep one month of monthly reports.

Lynn Minor at CHE keeps all reports on her hard drive, and will send WAM the reports they need.

SHL asked if the number of holds filled report from last month was fixed yet. Someone ran a purge hold report that deleted the data the holds filled report needs. This data is gone, and we won't be able to recreate it.

Kristen asked that staff be extremely careful when sending cash through the delivery. SLC is not responsible for lost cash.

LWM said that calling to ask to run list reports before 5 pm is working well. It was agreed to continue this.

LEN reported that their inventory is going well. Tammy said she couldn't get an additional battery because the laptop we have isn't made anymore, so Kristen took the battery out of the laptop in the training room. LEN is using extension cords to get around this issue.

TPL is still having problems with acquisitions. TPL created a new user with the profile of DISPLAY. This is working very well. They also asked if the display location is non-holdable. SLC staff will check. (It is a non-holdable location.)

SCS is not getting notification from SLC staff of when they are down or up. Tammy proposed that SLC staff call libraries that are down every hour until the issue is resolved. SLC staff will

also call any library that shows as red. She pointed out that sometimes our monitor shows a library as green when they are really down. Please leave messages if the computer room phone is busy. SCS said this would help.