MSC Fall 2022 Membership Meeting

Held online via Zoom January 9, 2023, 1 p.m.

Roll Call (in chat) – 39 institutions in attendance: Billings Public Library, Billings School District 2, Blackfeet Community College Library, Boulder Public Library, Bozeman Public Library, Carnegie Public Library Big Timber, Clinton Elementary School, Darby Public Library, Drummond School and Community Library, Fallon County Library, Glacier County Library, Great Falls Public Library, Havre-Hill County Library, Hellgate Elementary School, Hill County Library, Jefferson County Library System, Laurel Public Library, Lewistown Public Library, Livingston-Park County Public Library, Mineral County Library, Missoula County Public Schools, Missoula Public Library, Montana Dept. of Transportation Library, Montana Historical Society Research Center, Montana State Genealogical Society Library, Montana State Library, North Jefferson County Library District, North Lake County Library District, North Valley Public Library, Red Lodge Carnegie Library, Richey Public Schools, Roosevelt County Library, Rosebud School Library, Sheridan County Library, State Law Library of Montana, Stillwater County Library, Sweet Grass County Library, Valier Public Library, Wibaux Public Library

Board and Staff Introductions:
Executive Board:

- Becky Dupre, Vice-Chair, HS/School Districts, Missoula County Public Schools (Big Sky HS)
- Deb Westrom, K-8 Schools, Hellgate Elementary
- Elizabeth Jonkel, Large Publics, Missoula Public Library
- Mark Wetherington, Medium Publics, Bitterroot Public Library
- Jonna Underwood, Small Publics, Sheridan County (Plentywood)
- Carmen Clark, transition seat, Bozeman Public Library
- Sydnie Tallman, Specials, State Law Library
  Not able to be online today:
    - Matt Beckstrom, transition seat, Lewis & Clark Public Library
    - Kelly Reisig, Eastern-at-Large, Sidney Public Library

MSL & MT Shared Catalog staff:

- Cara Orban, Statewide Projects Librarian (Helena)
- Amy Marchwick, MSC Lead System Administrator (Belgrade)
- Melody Karle, MSC System Administrator (Cutbank)
- Mel Carroll, MSC System Administrator (Lolo)
- Laura Tretter, MSC System Administrator (Helena)

- Keiley McGregor, MSC Trainer (Belgrade)

Spring 2022 Minutes Approval:
**ACTION: Carmen C. made a motion to approve the minutes after some spelling corrections, Deb Westrom seconded the motion and commented how glad she was that Chapter 55 preserved school librarian ratios, the motion passed via chat.

New Libraries:
Harlowton Public Library and Billings Public Schools were officially approved and welcomed to the MSC (mentioned at Spring meeting). Both will be migrating and going live this spring for the fiscal year changeover. Will be transitioning to a rolling application period where libraries apply and are screened as we go, but with the understanding that requests for startup funds will put them on the same/previous schedule. Online application form will be announced on WIRED.

MSC System Update:
- New products from SIRSI are still being set up. The rollout was delayed, but MSC staff are hoping to have more announcements soon. SMS text messaging was not ready to rollout and the contract with Shoutbomb was expiring in December, so we extended Shoutbomb through the end of the fiscal year as a stopgap measure. If you are wanting to start text messaging, it is suggested to wait for the SIRSI messaging. As far as we know, the opt-in for text messaging will be user telling library staff and staff entering in user information, not subscribing via a text, like Shoutbomb. A KB article will be forthcoming. If at all possible, MSC staff will attempt to "roll over" registered Shoutbomb users into SIRSI in a batch, rather than starting fresh. There was a question about whether SMS opt in will be added to the online registration form, but no answer at this time.
- System admins have seen Kids Catalog on test server, it will be rolling out soon.
- Symphony Web is a priority.
- HMTL notices: testing with about 8 libraries right now, the HTML notices are a great update, they can be used with announcement emails and courtesy reminders. There are options to hyperlink, display more text, add color, they are mobile-friendly, libraries can add social media links at the bottom of the notice, and more. If you are interested in moving forward, open a Help Desk ticket with "HTML Notices" in the subject line, or eventually, everyone will be using these instead of the old format.
- [MSL Statistical Dashboards](): Rebekah Kamp is the State Library Data Coordinator and has created some amazing dashboards that are specific to the MSC under MSL Programs. Keiley showed **Montana Shared Catalog FY 2023**, and showed how to change the drop downs for different Sharing Groups and Origin Libraries; **MSC Online Catalog Summary** with daily update of online activity and the "Catalog Search Trends" option with word cloud, unique searches, and more; **Public Library Survey State Snapshot**, updated annually, shows registered users, visits, graphs, comparisons, and more. If you have questions about the data or dashboards, email Rebekah Kamp.

- ○ The data can be exported as a PDF or image: Go down to the bottom right of the dashboard, click Share to copy the embed code to share on a website OR two buttons to the left, you can download as an image, PowerPoint, pdf etc.
- MSC Sessions at MLA and topics are listed in the System Update.
- The State Library has switched to using GovDelivery, and MSC will be switching over soon from MSC Discuss. There will be an archived list for all updates, likely linked through the KB. You can subscribe to those at any time, here: https://public.govdelivery.com/accounts/MTLIBRARY/subscriber/new When it is ready, MSC Staff will remind everyone to sign up or get switched over.

MSC Spring 2023 Meeting:
The Spring Members meeting will be held April 12th, 2023 in conjunction with MLA (at the start) and an online version will be available. You will not need to register for MLA if you only plan to attend the Members Meeting.

CMC Update (Laura Tretter):

The Content Management Committee is a standing committee of members who work with and share information with the MSC Staff. The CMC has lost a number of members, and the Executive Board recently confirmed 4 new members. The CMC met November 2nd after almost a full year. Coming soon, look for updates to the format icons in Enterprise, specifically to differentiate between music and spoken word audio recordings and also to the Hot Spot cataloging procedures and some guidance for series and serials, manga, and children's materials. These changes will be announced and reflected in the Knowledge Base as well.

Short break (1:58-2:10)

MSC Training – Common BCA Reports (Keiley)
BLUE Cloud Analytics (Best Library User Experience).
Check out the BCA Core Reports List in the Knowledge Base.
Guiding BCA Questions: What information is it I want to share with my stakeholders? Or, what information do I need to do my work?
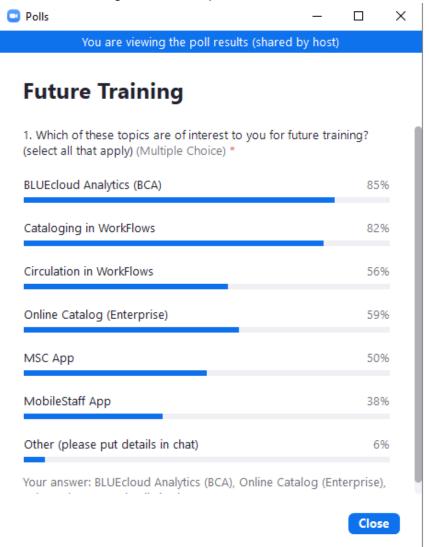You can't break anything because it is a nightly snapshot of the ILS and only displays data, it doesn't change anything. If you need your login information, please open a Help Desk ticket.
Shared Reports Scenarios:
- You're a director or staff presenting to Board.
  - ○ How do you want to show your Board the work your library does? Circulation Statistics is an obvious choice. Dynamic date report will automatically pull from previous month, some reports have many "off grid" options for customization. You could look at Holds Placed. If you don't see a total, the "Data" tab has an option for "show totals". You could also look at catalog sessions from Google Analytics.
- You're a staff member performing catalog maintenance as part of your job.
  - ○ Collection Maintenance folder--collection development, weeding, inventory, catalog cleanup, etc. In Collection Development you can look at age, usage, top holds for all MSC. Keiley showed top holds, a weeding report, and the Cat Map

under Clean Up to look for low numbers or oddballs, like an Adult Fiction Board Book (seems unlikely and was).

- The magnifying glass icon allows you to search all the folders at once for a keyword.
- Leaving a field blank is similar to selecting "All"
- Dossier reports have a little more complexity, but filters can be used to quickly "rerun" the information.
- You can set up an email subscription for a report to be sent to you every month.
- You can also export to Excel or as a PDF.
- Watch for Page By Axis at the top of report to view different sorting options.
- There are Sharing Group Folders for libraries in those groups, similar to their "Libraries" folder.

Keiley will be focusing on creating content in MSLLearn (Moodle) where lots of training for new hires will be, as well as other consortium products. Zoom Poll was taken to give her more info about what training would be helpful in future:

MLN Update & Membership Communication Discussion

New NAC and Core Services Committees are underway. Main concern so far is to have the best communication between members and each other, members and MSC team, MSC team and members. We have been collecting ideas through the last two or three membership meetings and have tried to capture the ideas we have heard so far, how can we feel confident we will be our best?

- Suggestion to try to create a space after this meeting to provide feedback to the ideas in the communications document online for those who hadn't had time to review it or may not be comfortable sharing online at the moment.
- Some suggestions about new directors being assigned an "MSC" mentor/question person.
- Where will the Gov Delivery updates reside? Will they be searchable?
- MSC staff are thinking about implementing Office Hours to allow more for that "I will open a ticket, but this is complicated, look at my screen" and such.
- Lots of requests to talk to "other libraries like me"--Zoho forum was tried but had not much traction. Some school librarians are using a forum on MLA's website. Some comments: I would love a forum/blog/chat...especially if it's searchable and we can comment back and forth.
- Even if we don't get a lot of feedback right now from our representative members, if/when we dissolve the Board, we need something that supports membership.
- Regular office hours for cohorts of similar-sized libraries that also count for Technology CE credits would be wonderful! Those credits can be a little difficult to get sometimes.
- Would quarterly meetings help with voting decisions so action items don't take six+ months to be voted on?
- Thanks to everyone for their hard work. I don't see anything to be scared about with this transition, just lots of opportunities to make the MSC even better!

Public Comment
None

Adjourned at 3:29 p.m.