



IHLS Directors' Chat – 38 Participants

November 6, 2014

Ellen Popit, IHLS: Good afternoon, everyone! What's on the table for discussion today? I'm joining you from my kitchen table, so I hope the timing is correct!

Kim: Do we need to publish our board meeting dates and times or just post them in the library?

Chris Dawdy, SHARE Manager for Staff Services: Hmm. Can you share a picture of your very new grandson on Adobe Connect?!?

Chris Dawdy, SHARE Manager for Staff Services: Welcome, everyone!

Ellen Popit, IHLS: Chris, if you can tell me how to do that, I'd be thrilled!

Ellen Popit, IHLS: Kim, those do need to be published. Typically, a local newspaper asks for your annual schedule and it is a done deal. You also need to notify them if there is a change or your board schedules a special meeting.

Kim: Ok. Thank You.

Jacqueline Allen--Melvin Public: Question for public libraries with WiFi: Do you leave it on 24/7 or turn off when library is closed? Is it password protected and how often do you change the password? Is there an age limit to receive the password?

Jill-FVHP: Ellen: do you publish only if you are a district library?

Ellen Popit, IHLS: Jill, I'll double check that. It was my understanding that everyone did that. Anyone else want to weigh in on that?

Kim: We leave ours on 24/7. We give it to anyone who asks because our school district children now all have chrome

Esther Curry--C.E. Brehm Memorial PLD: We leave our WiFi on 24/7 and there is no password. They do have to "accept" use policy>

Kathy West: Our wifi is on 24/7 and we don't have a password, but you have to click on and agree to the libraries policies. I often see folks in our parking lot of sitting outside the library using the wifi.

Kim: Our wifi does have filters, the same one that are on our children computers.

Kathy West: We have a local paper that publishes once a week, we give them our agenda but they don't publish it. Our meeting dates and time is in their community events section.

Kathy Goleman Divernon Township Library: We were leaving our wifi on 24/7 with a password. We recently received an email from our internet provider about a copyright infringement. Someone had downloaded

something at 9:30 at night after library hours so we are now just leaving the wifi on during library hours and changing the password monthly so they have to come into the library to get the password. Not sure if anyone else has had this problem. Would love to hear suggestions.

Ellen Popit, IHLS: Yep, I just looked at the Trustee Fact File and I believe it is all libraries. I'll try to locate the precise wording before we are done.

Anita @ Sherman Public: Our WiFi is passworded. It also goes off at 8 PM when we leave and does not come back up until 8 AM when we return. We had to have it turned down a bit some time ago so it would not reach into the parking lot. Before a password was required, we noticed cars out in the parking lot rather of people in the library. We were told by some salesmen that they used their cars as offices and just logged on where they could find it. Now they need a password and have to come.

Kim: If we have to cancel a board meeting because of weather, is it just cancelled or do we need to reschedule it.

Ellen Popit, IHLS: Here's the information from the Trustee Fact File: to schedule a board meeting on a federal holiday. To conform to the requirements of the Open Meetings Act, library boards should publicize the schedule and location of regular meetings at the beginning of each calendar or fiscal year. The media may request a schedule as well. Boards should post the agenda for each meeting in a public area of the library 48 hours in advance of the meeting time. When conducting an open meeting, make sure that library doors are unlocked. Let members of the public in!

Ellen Popit, IHLS: Begin the section above with "To conform"---the previous phrase was mistakenly copied!

Ellen Popit, IHLS: Lesley, Chris and I can provide some updates some things currently going on at IHLS. We had a great time in Springfield at ILA and Lesley, Leslie Bednar, Michelle Ralston and Susan Palmer are heading to Tinley Park tomorrow for the ISLMA Conference, where they'll have to opportunity to talk with all our school library colleagues!

Darlen Barlow lovingtonpldGmail.com: Does everyone else have sound as I do not. Darlene

Ellen Popit, IHLS: Darlene, we're just chatting with keyboards!

Darlen Barlow lovingtonpldGmail.com: Ok, Thanks! This is only my second director meeting so am trying to get the hang of this yet!

Jill-FVHP: Ellen: This is from 5 ILCS 120/2.02. To me it sounds like just posting at your library and on the website is fine. "This is from Public notice shall be given by posting a copy of the notice at the principal office of the body holding the meeting or, if no such office exists, at the building in which the meeting is to be held. In addition, a public body that has a website that the full-time staff of the public body maintains shall post notice on its website of all meetings of the governing body of the public body. Any notice of an annual schedule of meetings shall remain on the website until a new public notice of the schedule of regular meetings is approved.

Teresa (PARP): Weather-cancelled board meetings: we usually try to reschedule for the following week, but if it's 2 weeks or less until the next one, we cancel.

Ellen Popit, IHLS: Jill, why don't we try to double check on this and then get back to all of you, probably by including it in the Newsletter. My advice (based on the statute cited) that if it is not "legally" necessary, it might well be advisable to do so.

Ellen Popit, IHLS: Again, we can easily double check that one.

Darlen Barlow lovingtonpldGmail.com: We also try to reschedule a Board Metg. if we don't have a correct number needed. We just did that last week as Tuesday Nov. 28 was the regular meeting and we had it on Mon. Nov.3.

Gary Naglich: Has anyone else had problems using Polaris to do inventories? When I try it, the list of misshelved items shows the items I have just scanned, or gives titles that are no longer in the connection.

Jill-FVHP: Darlen: You may want to read this in regards to changing your meeting dates without notice "If a change is made in regular meeting dates, at least 10 days' notice of such change shall be given by publication in a newspaper of general circulation in the area in which such body functions. However, in the case of bodies of local governmental units with a population of less than 500 in which no newspaper is published, such 10 days' notice may be given by posting a notice of such change in at least 3 prominent places within the governmental unit. Notice of such change shall also be posted at the principal office of the public body or, if no such office exists, at the building in which the meeting is to be held. Notice of such change shall also be supplied to those news media which have filed an annual request for notice as provided in paragraph (b) of Section 2.02. "

Kathy West: Last week I received a phone call from a library in the Chicago area (RAILS) requesting one of our books, she said she was calling and not requesting through OCLC Worldshare because her library dropped out of OCLC. Are all libraries members of OCLC or do you have the option to not be a member? We are a small library and looking at ways to trim some fees for next years budget as we have some things that need to be repaired in our building so looking for \$\$\$

Jill-FVHP: kathy: Not a requirement to be part of OCLC. The other main player I think is Sky River. Not sure, but I would think just calling a library to have them send may not be legal. That would be a Bev Obert question.

Darlen Barlow lovingtonpldGmail.com: Will we be able to print out this discussion today as I would like to have some of the good information tha has been shared today for further reference for my Board to hear? Thanks Jill for your input.

Ellen Popit, IHLS: Jill, we have had libraries call and request items and then follow up formally by using the ALA request form.

Esther Curry--C.E. Brehm Memorial PLD: The chat's are archived on the SHARE website.

Jill-FVHP: Darlen: 5 ILCS 120/) Open Meetings Act. is your friend in this one.

Chris Dawdy, SHARE Manager for Staff Services: Gary, have you talked to Joe Devillez about your inventory problems? He's our SHARE expert on that one. He can be reached at 618-985-3711 ex 611. or by email at jdevillez@illinoisheartland.org

Jill-FVHP: Ellen: how would you check out the item to the library? Make them a library card? Just curious how this works?

Sandy West - Rend Lake College: SHARE Cataloging librariesCataloging libraries must also be OCLC members-- SHARE cataloging policy is to import only full-level OCLC records to the databaseSHARE Barcoding librariesBarcoding libraries are not required to be OCLC members. However, OCLC membership is encouraged so that, in addition to other benefits of membership, barcoding libraries may be included in all processes used to set holdings in OCLC.4

Chris Dawdy, SHARE Manager for Staff Services: Jill, you can check them out on that library's ILL account in Polaris. If they don't have an account, let me know, and I'll make them one.

Scott: Gary, we inventoried our collection this summer, and had to do a LOT of "fixing" information in the system because Polaris expected things to be a certain way. VERY picky about some things - but we did finish it up, finally, and we were very happy with the end result.

Ellen Popit, IHLS: Here's a link to the form: <http://www.ala.org/tools/interlibrary-loan-form>

Kathy West: We are not a cataloging library we are a barcoding, is it still a requirement for a barcoding library? I

Kathy West: oops, sorry I just saw you answered my question earlier. Thanks!

Kim: I looked on the internet and got conflicting information. If the \$10 minimum wage gets passed in IL will it be put in effect in increments or all at one time? It already passed on e of the Illinois h ouses this morning or so I have been told.

Scott: The vote yesterday was advisory. But regardless of how it was worded, I suspect that the final version would be phased in over a couple of years IF it got approved.

Ellen Popit, IHLS: Watch ILA and see what is posted there about that. I'm sure we'll hear from their lobbyist.

Gary Naglich: I'll try to ask Joe Devillez about the inventory problem. Thanks.

Kathy West: The \$10.00 and hour could still get thrown out but this is another issue for budget concerns for smaller libraries.....

Ellen Popit, IHLS: Has everyone seen the summer reading order forms from ILA?

Sally: yes

Kathy West: Got it and I've placed my order! :)

Teresa (PARP): Already ordered!

Jan - brep: Why does Polaris allow patrons to check out ebooks when their card is expired.?

Ellen Popit, IHLS: Great! There's lots of fun stuff! Do you know that California and the US Military use the Illinois Summer Reading program?

Shawn- Elwood Township: Where do I find the Summer Reading Order Form?

Chris Dawdy, SHARE Manager for Staff Services: It's not supposed to, Jan!

Lesley Zavediuk, eBook Trainer/Coordinator: Hi Jan, Patrons with expired cards are blocked from checking out eBooks in the 3M cloud if certain settings are checked in Polaris. We sent out a form a while ago for libraries to fill out, let me see if you received it.

Esther Curry--C.E. Brehm Memorial PLD:

http://www.ireadprogram.org/index.php?option=com_rokecwid&view=ecwid&Itemid=104

Shawn- Elwood Township: Thank you Esther

Jan - brep: We had a non-resident patron, who's card expired in April still checking out ebooks in October, she finally came in and renewed her card just this month.

Esther Curry--C.E. Brehm Memorial PLD: You're welcome

Shawn- Elwood Township: 31225000401139

Darlen Barlow lovingtonpldGmail.com: Where could I obtain info on the 3M Cloud?

Shawn- Elwood Township: oopos hahaha, sorry, trying to scan a book at the same time as chatting

Lesley Zavediuk, eBook Trainer/Coordinator: Okay, Jan. I just checked my results and it looks like you did select "Registration has expired" to block patrons from checking out eBooks. I'll have to check with Traci, so we can take a look at the settings and troubleshoot further. I'll email you what I find out. :)

Esther Curry--C.E. Brehm Memorial PLD: <http://illinoisheartland.org/?q=content/page/eread-illinois>

Kathy West: We currently have 3M and Overdrive, I find 3M easier and quicker to download books and I like that they are shown in Polaris. Do you all still offer both ebook programs and will you be dropping one in the next year?

Lesley Zavediuk, eBook Trainer/Coordinator: Jan, if you can send me the patron barcode, that might help me troubleshoot too.

Lesley Zavediuk, eBook Trainer/Coordinator: Hi Darlen, I'm your best resource for info on the 3M Cloud. :) I can send you some starter information and we can go from there.

Darlen Barlow lovingtonpldGmail.com: That would be great Lesley as my Board is wondering if we should stay with Library on the Go or maybe go 3M but I don't know enough about either one yet so would like a comparison of pros and cons.

Lesley Zavediuk, eBook Trainer/Coordinator: No problem. I'll be happy to send you what I know and we can also provide a cost quote for your library.

Esther Curry--C.E. Brehm Memorial PLD: We have Overdrive & 3m. Overdrive still gets the bigger use, but 3m is growing. We've invested a lot in our Overdrive, so we will be keeping both for now.

Jan - brep: Polaris also lets people check out regular books and also lets them order when cards are expired.

Lesley Zavediuk, eBook Trainer/Coordinator: Good to know Jan. I'll let Traci know that information, and we'll check your settings. It seems to me that something must have gone awry as that shouldn't be happening either.

Jan - brep: Thank you!

Chris Dawdy, SHARE Manager for Staff Services: Jan, we've figured out that when a patron's card is expired, they are allowed to place holds, but a block (in the form of a message) shows up when attempting to check something out. But it's really easy to hit continue without reading the message, and that allows the item to be checked out.

Jan - brep: We use both Overdrive and 3m and plan on keeping both for now. Overdrive gets more use here also.

Sandy West - Rend Lake College: Just going to throw my two cents in on the expired patrons. Your circulation module should have a pop up that says patron card expired, do you want to continue with process. Staff have to choose yes or no. If they choose "yes" the system assumes that it is ok to proceed with check-out. So, my question is are staff clearly reading the messages before making a choice to proceed.

Teresa (PARP): We have 3M and Overdrive, but Overdrive is used four times as much -- probably by Kindle users. However our 3M usage doubled this month!

Teresa (PARP): I wish Polaris would show our notes in the popup window. "Patron has notes" is a lot vaguer than DO NOT CHECK OUT

Anita @ Sherman Public: I fiddled around a lot yesterday trying to download the 3M app onto a Kindle Fire (not the HD version) and finally gave up. Has anyone else been able to accomplish that feat?

Lesley Zavediuk, eBook Trainer/Coordinator: Hi Anita, it's a tricky process. I have a handout with screenshots that I can send you for older Kindle Fire. I think there are also updated instructions on ebook.3m.com. If worse comes to worse, I can walk you through the process over the phone.

Teresa (PARP): Anita, I've helped patrons but it is a major struggle.

Chris Dawdy, SHARE Manager for Staff Services: Thanks for joining us this afternoon! As always, it's been an interesting and informative chat!

Ellen Popit, IHLS: I'm more than sure that Lesley would happily answer any and all questions at your convenience.

Anita @ Sherman Public: It's good to know it worked for someone. I can see in our Amazon account that I purchased the 3M app but getting it onto the Kindle Fire was no go. I tried from both the PC and the Kindle before I gave up. I have an instruction sheet that I hand out to patrons and even it was no help.

Kathy West: Thanks, see you all next month!

Chris Dawdy, SHARE Manager for Staff Services: I'm closing the Chat now, since it's after 2:00. Next week's session is a SHARE Chat with the Bib Services staff.