WYLDCat Members Annual Meeting Minutes
June 8, 2018
Riverton, Wyoming

I.   Call to Order at 8:39 a.m. by Mary Jayne Jordan, WYLD ILS User's Group President. Everyone present was asked to introduce themselves.

II.   Brad Matthies did a roll call of delegates and declared that there was a quorum of member libraries present:
    Albany County Public Libraries – Nathan Bender
    Big Horn County Libraries – Donna Capellen
    Campbell County Public Libraries – Terry Lesley
    Carbon County Public Libraries – Jacob Mickelsen
    Converse County Libraries – Cindy Moore
    Crook County Public Libraries – Jill Mackey
    Fremont County Libraries – Janette McMahon
    Goshen County Library – Joan Brinkley
    Hot Springs County Library – Karen Jean Funk
    Johnson County Library – Cynthia Twing
    Laramie County Library System – Carey Hartmann
    Lincoln County Library System – Wendi Walton
    Natrona County Library System – Kate Mutch
    Park County Libraries – Frances Clymer
    Sheridan County Library System – Mary Jayne Jordan
    Sublette County Libraries – Sukey Hohl
    Sweetwater Public Libraries – Kate Mutch
    Teton County Public Libraries – Valerie Maginnis
    Uinta County Public Libraries – Claire Francis
    Washakie County Public Libraries – Karen Jean Funk
    Weston County Library System – Jill Mackey
    Casper College – Brad Matthies
    Central Wyoming College Library -- **???**
    Laramie County Community College -- **??**
    Northwest College – Nancy Miller
    Sheridan College – Katrina Brown
    Crook County Schools – Mary Jayne Jordan
    Fremont County School District, Dubois School – Paula Sabatka
    Wyoming State Law Library – Matt Swift
    Wyoming State Library – Jamie Markus

III.   Additions or changes to the agenda:
    Mary Jayne asked to have "Election of At-Large Member" added under Network Election. Vote occurred and the change to the agenda was approved.

IV.   Approval of minutes from 2017 Annual Meeting:

Carey Hartmann made a motion to approve the minutes as presented. Cynthia Twing seconded and the motion was approved.

V.   Reports:
A. Committee Reports:
1. ILS Products Committee:
Mary Jayne reported that this committee did not meet this year and needs a new chair.

2. Online Quality Committee:
Mary Jayne reported that this committee did not meet this year.

3. Training Committee:
Chair Kate Mutch reported that her committee report is online. *(Online report inserted)*

Members included:
Chair (from Region 4)– Kate Mutch (2018) – kmutch@natronacountylibrary.org
Region 1 – Valerie Maginnis (2021) – vmaginnis@tclib.org
Region 2 – Tracey Kinnaman (2018) – director@hsclibrary.com
Region 3 – Jill Mackey (2019) – crookcountylib@rangeweb.net
Region 4 – Gayla Peterman (2019) – gpeterman@natronacountylibrary.org
Region 5 – Elaine Hayes (2018) – ehayes@lclsonline.org
Region 6 – Fern Stringham (2019) – fstringh@westernwyoming.edu
WSL Liaison – Desiree Saunders – desiree.saunders@wyo.gov

Over the past year, the committee evaluated and updated the Circulation Competency checklist and the Enterprise Competency Checklist. The group agreed that the skills checklist should be removed for the no-longer-being supported classic catalog. Because the group doesn't actually do training, we were fumbling a bit with what we should be doing and/or what was expected besides updating the checklists. In order to clarify what the group should be doing, we sought some direction from the State Library. Kate Mutch attended the COSUGI conference and while there garnered some ideas for how the training committee can move forward with highlighting and/or promoting some training tools that already exist. The State Library indicated that it would be helpful to have a database of Wyoming "experts" and the group plans to address that in the upcoming year. We will continue to work with WSL and the WYLD governing board on meeting the needs of WYLD.
TRAINING COMMITTEE: The committee, in collaboration with the ILS Support Team of the WSL, is responsible for updating the skills competencies on the ILS Users Group members pages, establishing a training needs assessment process, and planning and implementing training in the regions and for the ILS Users

Group annual meeting. ILS Users Group members are responsible for communicating their needs to the committee.

B. Other Reports:
1. State Librarian Report:
   Wyoming State Librarian Jamie Markus reported that his report is online and asked if there were any questions. There were none. *(Online report inserted)*

   State Librarian Report to the WYLD Network June 8, 2018
   The Wyoming State Library took an $87,808 cut to the services, programs, and contracts lines in our State General Fund budget for the 2019/20 Biennium. This cut reduces funding to these areas by a total of $580,000 from the 15/16 Biennium.
   The WSL Shared Purchases Committee cut $154,000 in statewide GoWYLD.net resources for FY19. The University of Wyoming Libraries picked up all cancelled resources. Thank you UW!
   The FY2018 Library Services and Technology Act federal grant was finalized in March. A $5 million increase to the population-based Grants to States program gave the State Library $3,604 more than last year for a total grant of $899,885. WSL will begin to spend this funding in October.
   President Trump's 2019 Budget recommendation again eliminates all funding for the Institute of Museum and Library Services (IMLS). The American Library Association, Wyoming Library Association, Chief Officers of State Library Agencies, and other organizations are closely monitoring this situation. The Wyoming Library Community may be asked to participate in communication and lobbying activities later this year. Janice Grover-Roosa and I met with our Congressional Delegation in May for National Library Legislative Day. We asked our legislators to support continued funding for IMLS and the passage of the Museum and Libraries Services Act of 2017, which reauthorizes IMLS. Our elected officials and their staff think highly of our libraries and services; no one believes that IMLS will be defunded.

   State Library priorities remain the same:
   1. Shared library infrastructure including the statewide Integrated Library System, interlibrary loan software, and electronic resources platforms (Cloud Library and RB Digital)
   2. State Library staff
   3. State Library programs and projects required by statute
   4. Statewide library databases/resources and State Library programs, projects, and collections that are not required by statute

2. WYLD Support Team:
   WYLD Program Manager Desiree Saunders has submitted a written report.   She also reported that Katie will be conducting more Analytics training, either on-site or through monthly webinars. She asked if there were any questions and there were none. *(Online report inserted)*

   WYLD Office Report WYLD Network Annual Meeting, June 7-8, 2018
   The WYLD Office has been busy since the last annual meeting. As promised, we migrated to hosted servers with SirsiDynix for our ILS in early December 2017. While

there were a few small disruptions, overall we were very pleased with the migration process and have been happy with not having to manage hardware, upgrades, patches, and security issues. We worked hard to remedy the few unforeseen consequences, such as proxy server complications and Marc used superhuman powers to re-work our methods of passing ILL transactions to the VDX service. In a short period of time we were able to address all the remaining issues with the migration and be back up to full speed by early January.

While the SaaS migration was our primary focus last year, it was by no means our only project. We transitioned to a vendor standard solution for text messaging notices (are you doing SMS by the way?), implemented Syndetics Unbound Readers Advisory in the Enterprise catalog statewide, upgraded our ezproxy server to version 6.2.2 and installed security certificates for ezproxy and GoWYLD to support vendors' migration to HTTPS.

I am also pleased to report, as part of our SaaS agreement with SirsiDynix, our change in licensing for unlimited SIP2 has saved more than one library from paying additional charges for new or existing SIP2 licensing costs.

We also managed a few site visits throughout the year. While attending WLA, I was able to spend a half day with Sheridan VA, Bobbi visited Sweetwater County Libraries for cataloging training in the fall, and Katie conducted an inaugural Analytics training at Laramie County Library earlier this spring.

Special projects included assisting a library with the setup for Edelweiss reporting, integrating Hoopla into a library's Enterprise catalog, and assisting a library with the migration of patron and item data for branch library closures.

In Progress (make sure you are subscribed to WYLDNEWS to keep up to date!)
BLUEcloud Visibility is a Linked Data project that makes the WYLD library holdings retrievable by search engines. Our first data extract was done in April 2018 and we are already finding results in Google and Bing searches. The latest enhancements to this project include the harvest of information about digital content, so we are expecting to find links to ebooks and digital audio in search results soon. The initial rollout of this service was for approximately 13 libraries.

OCLC Holdings Reclamation – later this year we will complete a data reclamation project with OCLC. Over the years, the WYLD consortia's holdings information has become less accurate as processes to track deleted items have changed. We are coordinating this project with the University of Wyoming as well and expect to have completed the initial data refresh by early fall 2018. We have worked on an updated process with OCLC to improve the tracking of additions and deletions going forward to maintain as much data accuracy as possible.

SIP2 authentication for RB Digital – We are working with Recorded Books to improve our authentication process for patrons using RBdigital. We are hoping to make this change by the end of July. Once we change to SIP2 for authentication, users will have a more seamless experience in the online catalog (using eResource Central).

BC Mobile – Progress on BLUECloud Mobile has not been as quick as we would like. We requested that multiple templates be set up so that each of our libraries could have some localized branding. As of the date of this report, we do not have access to the templates to test for release.

Looking Ahead
Symphony Upgrade We plan on a Symphony upgrade to 3.5.3 over the 8th of July 2018. This upgrade includes a much anticipated feature where we will be able to work with

libraries to group item type policies together so that a single circ rule can be applied to multiple item types. In other words, if your library would like to limit a patron to 10 AV type items, instead of 10 of each, we will be able to do that after this upgrade. We will also be able to group circ map entries together, which will improve readability and troubleshooting for circulation questions. The immediate impact on staff will be accepting the WorkFlows update on first login after the upgrade is complete.
Enterprise Upgrade We are watching the SirsiDynix Product Roadmap carefully to monitor the progress of the Enterprise release that will support responsive design. Currently that release is scheduled for the 4th Quarter of 2018. I was able to discuss the release schedule with the product manager at COSUGI in Atlanta and he felt that it might come out a bit sooner than Q4, but we will just have to be patient!
Support for HTTPS Later this year we will be working with SirsiDynix SaaS support to migrate Enterprise to HTTPS to be more compliant with current security standards. This change will require an update to our catalog URL, but we will work with SirsiDynix to provide redirects to minimize any problems.
Password Change Project It's that time again (already). Beginning in July 2018, we will start working with libraries to update Workflows passwords for staff accounts. This practice was a recommendation of the Ad Hoc Patron Security Committee. We expect this to be an annual project.
BLUEcloud Analytics (BCA) Analytics is in general release to all libraries. Katie has recorded webinars and created a user manual, and an Analytics checklist for assistance with this service. More information about BCA is available at http://library.wyo.gov/wyld/support/services/analytics We are providing training on BCA at WYLD Annual, and will be working on a schedule for site visits this summer. Katie will also be hosting a regular webinar covering different areas of focus in BCA each month as well as being a time for libraries to call in with questions.

Director's Station will be discontinued at the end of 2018, so take advantage of these training opportunities in advance!

As always, please contact us by phone or email if you have any questions or experience any problems.

3. Governing Board report/recommendations:
   Chair Mary Jayne Jordan that her goal for next year is to update handbooks, which haven't been updated since 2010. She also said that the Governing Board needs to pick hard and fast dates for their meetings and stick to them.

4. Fees and Budget ad hoc committee:
   Mary Jayne Jordan reported that their committee report is posted online. She asked if there were any questions, there were none. *(Online report inserted)*

   WYLD Fees and Budget Committee Recommendations
   Background: WYLD Presidents Marci Mock and Mary Jayne Jordan reactivated the Ad Hoc WYLD Fees and Budget Committee in 2017. WYLD Member Fees are based on a formula created over 15 years ago. Due to a number of factors, the WYLD Governing Board chose to freeze Member Fees in FY13. Libraries have paid the same amount since

that time; the Member Fee formula was not run against annual library statistics to update member fees.

In 2017, the WYLD Consortium migrated to SirsiDynix Software as a Service (SaaS). The contract for that migration includes additional SirsiDynix products and services as well as universal access to SIP2 connections, a standard protocol used by vendors to authenticate library users for certain provided services or resources such as self-check stations and access to databases. The WYLD Governing Board recognizes that the SaaS contract has an impact on the fees that WYLD member libraries should be charged and believes that the annual Member Fees must be based on current statistical data to provide fair and equitable bills to member libraries.

The Ad Hoc WYLD Fees and Budget Committee was created to look at the WYLD Member Fee structure and make recommendations to update the Member Cost Recovery Fee Formula if needed.

Members include:
Cameron Duff, Sheridan County Library
Co-Chair Jamie Markus, State Library
Co-Chair Brad Matthies, Casper College Library
Academic Library Representative Matt Swift, State Law Library
Special Library Representative Frances Clymer, Park County Library
Public Library Representative Desiree Saunders

WYLD Network Funding Overview
The cost to run the WYLD Network for FY18 is $975,327. The State Library and WYLD Governing Board billed member institutions $268,855 for access to the Integrated Library System and $16,800 in network fess to run the consortium. Public and Academic Libraries received a Resource Sharing Stipend credit on their individual ILS bills bringing the total amount paid by member libraries to $220,655. The remaining funds came from the State Library as State General Funds and Library Services and Technology Act Federal Funds.

Cost to run the WYLD Network (FY18)
SirsiDynix Software as a Service $465,271
SirsiDynix BlueCloud Mobile $23,220
VDX Interlibrary Loan $55,000
OCLC Statewide Services $66,245 Individual bills are passed through to libraries
OCLC WZV Charge $7,255
WYLD Meetings/Overhead $16,800 WYLD Network Fee
WYLD Staff $341,536
Total $975,327

Member Payments (FY18)
Member Portion of SaaS $268,855 Plus Individual SirsiDynix Connectors (SIP2, ERC, etc.)
WYLD Network Fee $16,800 $400 per member institution (42)
Resource Sharing Stipends - $65,000
Total $220,655

State Library WYLD Support (FY18)
SirsiDynix SaaS $225,000

Resource Sharing Stipends $65,000 For public and academic libraries
VDX Interlibrary Loan $55,000
OCLC Statewide Services $66,245
WYLD OCLC WZV Charge $7,255
WYLD Staff $341,536
Total $760,036

Committee Recommendations

1. *The Committee recommends that the Governing Board move away from the 60% State Library / 40% WYLD member institutions Cost Recovery Split and instead set an annual Cost Recovery amount to be paid by member institutions. This amount should increase a minimum of 2.5% each year. The Committee recommends a Cost Recovery amount of $270,000 for FY19.*

   Reasoning: The Cost Recovery Method has not been recalculated to update fees for Members for a number of years. As a result, the amount recovered from Member institutions is now closer to 20% rather than 40% of the cost of running the Consortium. Should the existing Cost Recovery Method be applied to calculate a 60%/40% split for FY18, WYLD member institutions would be responsible for $361,706; nearly $93,000 more than in previous years.

   SirsiDynix Software as a Service $465,271 No Hardware needed.
   SirsiDynix BlueCloud Mobile $23,220
   OCLC WZV Charges $7,255
   WYLD Staff Salaries & Benefits $341,536
   Administrative Overhead 8% $66,983
   Total $904,265
   Member 40% $361,706

   The seven-year contract with SirsiDynix calls for an annual increase of 1.9% per year. The Governing Board should consider an annual increase of at least 2.5% to the Cost Recovery Fee over the term of the contract to ensure that enough money is gathered to pay for the contract, any one-time fees associated with adding/updating BlueCloud Services, and to build the WYLD Network reserve account.

2. *The Committee recommends that the Governing Board eliminate charges for standard SIP2 connections and continue to charge member libraries for optional connections to the SirsiDynix Integrated Library System.*

   Reasoning:
   SIP2 connections are included in the SaaS contract. This change will save member libraries roughly $5,000 per year.

   Libraries that connect non-SIP2 connectors or other optional software connections, such as eResource Central connectors, Collection Agency connectors, Collection Management Software connectors, etc., should be charged a reasonable fee for the connection/service. SirsiDynix charges the Consortium for these optional

connections. The WYLD Office should continue to determine the reasonable fee amount and pass the charges on to the member institutions using those services.

3. *The Committee recommends that the Governing Board change the Cost Recovery Formula.*

   Currently, each member institution pays a Base Fee and their portion of the Consortium's Holdings and Circulation. The Committee recommends increasing the Base Fee for all library types and adding Patron Count into the formula.

   The recommended Formula:
   Cost Recovery = Base Fees + Holdings (50%) + Circulation (30%) + Patron Count (20%)
   Base fees would be:
   $1,500 for Academic, Public and the State Library
   $1,000 for School Libraries
   $750 for Special Libraries

   The recommended WYLD formula will charge the 42 WYLD member institutions $270,000:
   Base Fees ($55,750) + Holdings ($107,125) + Circulation ($64,275) + Patrons ($42,850)

   The Current WYLD Cost Recovery Formula:
   Cost Recovery = Base Fees + Holdings (67%) and Circulation (33%)
   Base Fees are: $750 for Academic, Public, School and the State Library $375 for Special Libraries

   The current formula charges the 42 WYLD Member institutions $268,855:
   Base Fees ($28,875) + Holdings ($160,787) + Circulation ($79,193)

   Reasoning:
   The $750/$375 Base Fees places too small of a value on the basic software and services provided to all libraries. The 2017 WYLD Cost Analysis shows that libraries could expect to pay 4- 10 times more for an ILS, plus any increase in staff costs, to run a comparable system on their own. Library types are charged a Base Fee related to their use of ILS Modules and Services.

   Adding the Patron Count metric to the formula allocates the Cost Recovery Fee to members based on their use of the system. Members will pay for their portion of the Consortium's collection, circulation, and patrons. These three metrics were present in other Consortium models that the committee researched.

   Applying the new, recommended Formula will change the cost for all member institutions. However, applying the current formula with 2017 Calendar Year data would also result in changes in costs for all members. The Committee believes that the updated formula is more equitable for all member institutions.

4. *The Committee recommends that the Governing Board continue to charge a Network Fee to all member institutions to support Network activities. The Network Fee is currently set at $400.*

   Each $400 Network Fee is divided into the following accounts:
   $60 Migration Fund
   $110 WYLD Training Budget
   $60 WYLD Enhancements
   $65 COSUGI Conference Expenses
   $100 WYLD Annual Meeting
   $5 Postage, Printing, Supplies

VI. New Business:
   A. Network Election – The ad hoc Nominating Committee consisted of only Mary Jayne Jordan.

   1. Governing Board:
       a. Large Public Libraries: Kate Mutch from Natron County Library System has agreed to serve as the representative.
       b. Small Public Libraries: Joan Brinkley has agreed to serve as the representative.
       c. Academic Libraries: Diane Adler has agreed to serve as the representative.
       d. Mary Jayne asked for nominations for At-Large Member. Valerie Maginnis from Teton County volunteered. Frances moved to approve her nomination, Kate Mutch seconded, approve

   2. Mary Jayne released the ad hoc Nominating Committee, with the comment that a REAL committee is needed for next year.

   B. Jamie Markus will be sending out a survey regarding the 2019 annual meeting.

   C. Bylaws changes.
   Mary Jayne reported that the report for the ad hoc Bylaws Committee are posted online with the suggested changes. *(Online report inserted)*

   The Ad Hoc WYLD Bylaws Committee met over the past year to discuss changes to the Bylaws. Last week, the WYLD Governing Board approved sending the changes to the membership for a vote at the WYLD Business Meeting on June 8th.

   The Committee and Board recommend:
   Changing the Consortium name from Integrated Library System Users Group of WYLD to WYLD Network (throughout document)
   * • Allowing the director of a member library to designate a proxy through email (pg. 2)*
   * • Requiring the Governing Board to approve new members (pg. 2)*
   * • Adding a Communications Section to provide guidelines to member libraries and the Governing Board (pg. 4)*

- *Deleting language that requires a member of the ILS Products Committee to attend the ILS member conference (pg. 5) and adding language stating that the Governing Board can pay to send any committee member to that conference (pg. 7)*
- *Deleting Proxy language found in Section W because it is redundant to language found in Section E (pg.7) A red-lined version of the Bylaws is attached.*

Sent on behalf of the WYLD Governing Board and Ad Hoc WYLD Bylaws Committee:
Jeff Collins, Laramie County Library System (Chair)
Jason Grubb, Sweetwater County Library System
Sarah North, Casper College Library
Jamie Markus, State Library
Desiree Saunders, WYLD Office (ex-officio)

Mary Jayne asked if anyone wanted to go through the proposed changes line-by-line, nobody did.

Carey Hartmann made a motion to approve the proposed changes, Karen Jean Funk seconded the motion.

Discussion:
Carey Hartman suggested 2 changes –
1. Section O, Item 3a – change the word "make" to "making."
2. Section O – regarding emailing of agendas by Governing Board president. Jamie Markus will look at on Monday to decide where to insert.

Carey and Karen approved both the amendments to the motion. The vote to approve the bylaws with the suggested changes was approved.

Mary Jayne asked if there was any other business or announcements. She reported that the next regular meeting of the Governing Board will be the third Thursday in June, June 21st, at 10 a.m.

Wendi Walton made a motion to adjourn, Kate Mutch seconded, all approved. Meeting adjourned at 9.05 a.m.

Respectfully submitted,

Jill Mackey