

WYLD Governing Board Conference Call Minutes
March 8, 2016

1. Welcome at 1:00 p.m.

2. Present: Marci Mock, Mary Jayne Jordan, Brad Matthies, Paula Sabatka, Karen Jean Funk, Jo Otterholt, Brian Greene, Jamie Markus, Jason Grubb, Rebecca Lehman-Schuh, Adam Van Sickle, and Jill Mackey.

3. All Board Members present.

4. Agenda changes: none

5. Mary Jayne moved to approve the February minutes and Karen seconded the motion. Motion carried.

6. Update from Interim State Librarian, Jamie Markus

The Legislative budget session has ended. Jamie reported that the State Library will directly lose at least \$100,000 to their General Fund. More cuts are likely through budget line movement. Jamie assured the board that these losses, though painful, are manageable. We will know for sure by July 1st what the budget will look like.

State Library priorities are as follows:

1. People – the State Library will protect its personnel first and foremost.
2. Library Infrastructure – WYLD, VDX, etc...
3. Programs – State Library programs will likely take a hit. Possible programs include:
1 book WY, statewide databases and various other outreaches.

7. WYLD Support Team Update, Brian Greene

Brian had nothing to report.

8. WYLD Patron Card Policy, Jill Mackey

Jill indicated that several issues came up in several conference calls that entailed quite a bit of discussion.

Jill went through each item that was deleted and added. The following are some highlights however the document with each change is attached.

Item 1. Deleted the phrase “which is largely supported by legislative appropriations” since that is not necessarily true anymore.

State Library recommended an insertion of the verbiage, “Public WYLD Libraries should only issue permanent cards to county residents. Libraries seeking to issue permanent cards to non-Wyoming residents should call the State Librarian for guidance.”

Marci was interested in finding out if any word besides the word “permanent” had been considered. Jill indicated that the discussion was centered more on permanent versus temporary cards.

Different libraries on the states borders have varying policies for temporary cards.

Jill indicated that the committee had discussed each type of Identification. Ultimately added that lending library can use photo ID in lieu of library card.

Item 2: Wyoming State librarian is official custodian of WYLD patron records.

Item 3: Original question was if the information that was detailed in that item was still accurate. Since then, the question has come up regarding whether the policy should have so much detail. Marci felt that policies should not include procedure. Marci indicated she had received an email from Brian with an interesting suggestion. Up for discussion later.

Item 4: Per Jill has caused a lot of discussion in committee meetings. Compromise was made to use “Strongly encouraged” rather than “required.” No questions from the Board were directed toward Jason who, according to Jill, had originally questioned the wording.

Item 5: It is recommended that this be done. If fees or fines are equal to over \$5 the library may give the patron the library owed contact information.

Item 13: removed. This has never been invoked in the past and the State Library does not have a mechanism in place to handle such request.

Revisited Item 3: Brian indicated that WYLD Technote 110 encompasses the procedure portion relating to the Policy. Marci indicated that the removal of the procedural portion of Item 3 was in order.

Jill wanted to ensure that the Item directly point to the Technote and most importantly that the Technote is kept up to date.

Motion from Rebecca that we approve the WYLD Card Policy with the amendments made as well as changes during the Board meeting to Item 3. Seconded by Jill. Motioned carried.

Jill asked that the changes be shared out so that everyone could see.

Marci indicated that there was a request from the ad hoc committee to the training committee to present changes to the WYLD Card Policy at the Annual Meeting. Jill agreed.

7. Adam gave an update on the ILS products committee. Started meeting in November. Committee started looking very broadly at the purpose of the committee. Then they started looking at product lists provided by Des and Brian, in order to enhance the catalog. By the second meeting the determined that Readers Advisory products would be the first focus. Looking

at three: NovelList Select, Library Thing and ChiliFresh. The committee will be discussing what their preferences are in about a week.

Region 5 lost a representative so that post has been filled. Bylaws say that the committee should have representation from each library type rather than region. They are currently trying to decide how to make that transition.

9. Mary Jayne indicated that the ILS committee will be meeting very soon.
No questions from the Board for Mary Jayne or Adam.
Adam indicated that he is going to a training in May for SirsiDynix.

Mary Jayne asked to table the report on the Delegate's Handbook until the April meeting.

10. President's Report, Marci Mock

Wanted to discuss training for the WYLD Annual Meeting – WYLD Card Policy is only request so far.

Brian indicated last week's training committee showed an interest in reminding everyone about the importance of the skills checklists and how they are used and how they can be important to the members of the consortium.

Marci asked Brian how we set up the whole training. Brian said we are going to have a large open meeting Thursday then break out into sessions. Friday will be the WYLD Annual Meeting that delegates will attend, while others attend a WYLD Staff Sharing experience.

Marci asked if the Board had any training requests.

Brad indicated that an assignment of rooms would be helpful at this point. Suggested a conference call to create an agenda.

Marci sent a template out for quarterly reports from committees to the Board.
She asked for feedback regarding additions or deletions and there was none.

11. Brad- Community College Library Directors are coordinating their annual meeting with State Library Directors working session in Laramie.
Nothing to report from other Board Members.

12. Next conference call is April 12, 2016 at 1 p.m.

Meeting adjourned 1:35 p.m.

Submitted by Paula Sabatka

Attached: Changes to WYLD Card Policy

	ILS Users Group WYLD Card Policy	wyld technical support ILS users group library directory
---	-------------------------------------	---

will.state.wy.us > [wyld](#) > [ILS users](#) > [documents](#) > WYLD card policy

WYLD CARD POLICY

This policy was updated and approved by the Governing Board on January 26th, 2010. Libraries within the WYLD System, ~~which is largely supported by legislative appropriations,~~ are required to participate in statewide borrowing and lending to patrons holding WYLD library cards. The purpose of this policy is to insure uniform borrowing standards that will enable Wyoming patrons to use the facilities of any cooperating library in Wyoming. Individual libraries may approve more lenient policies.

Public WYLD Libraries should only issue permanent cards to county residents. Libraries seeking to issue permanent cards to non-Wyoming residents should call the State Librarian for guidance.

Borrowing from another WYLD library:

1. Wyoming patrons are allowed to borrow from any WYLD library, regardless of residence, if they meet the following criteria:
 - a. Are at least 18 years old (or younger, if approved by the lending library).
 - b. Have a patron record in WYLD, and a Wyoming library card. ~~Only when the patron has a record in WYLD and is from a library that does not issue library cards is a photo ID sufficient.~~
 - c. The lending library may accept a photo ID in lieu of a library card if the photo ID contains information matching the patron record.
2. ~~Patron records in WYLD are owned jointly by all WYLD member libraries~~ The Wyoming State Librarian is the official custodian of WYLD patron records, with the patron's home library recognized as having the primary responsibility and right to manage the record in accordance with their local policy. Because patrons must use a library card and PIN for entering interlibrary loan transactions and for authenticating to a library's databases, it is assumed that a patron may have multiple library cards to match multiple affiliations. E.g. a public library card from his or her home county, a college library card if taking college classes, a school library card if in high school, a special library card.
3. When taking ownership (overlying) of another library's patron record, it is critical that both the patron and the library profile information be updated to reflect the new library's policies. The profile information not used by the new library from the previous library's profile must be deleted. Not attending to these changes will result in incorrect and misleading statistical information.
 - . Basic Info Tab: Be sure to change the Library and Profile name to your library. Please delete any information in the Alt-ID and the Group-ID that your library does not use.
 - a. Demographics Tab: User cat1-12 should have only information that your library uses. Please delete any information that your library does not use.
 - b. Addresses Tab? All process or just general information? (WYLD Office will update a.-c. to reflect current software fields and update process).
4. Public WYLD libraries are ~~required~~ strongly encouraged to support each other to the utmost of their ability by not issuing new cards and by refusing service to patrons who are delinquent with other libraries because of fines, fees, overdue or damaged materials.

As part of the service provided to enrolled students, academic, and school libraries issue cards to students in good standing and therefore are exempt from this requirement.

5. WYLD libraries collect fines or fees from non-resident patrons using the following guidelines:

- a. Libraries may collect fines from a non-resident patron if the amount is \$5.00 or less. They will not be responsible for forwarding the money to the patron's home library.

- b. If a non-resident patron has fines or fees over \$5.00 the library may, at its discretion, accept payment and forward it to the library where the fines are owed. If payment is accepted for lost or damaged materials, a print or other record of the titles and barcodes of the items being paid for must be enclosed with payment. **It is recommended that this be done especially when the patron is willing to make out a check payable to the library where the fines are owed which can then be mailed directly.**

- ~~c. It is recommended that this be done especially when the patron is willing to make out a check payable to the library where the fines are owed which can then be mailed directly. The alternative would be to notify the non-resident patron of the charges and give the patron contact information for the library charging the fines or fees.~~

- c. If a non-resident patron has fines or fees over \$5.00 the library may choose to notify the non-resident patron of the charges and give the patron contact information for the library charging the fines or fees.**

- d. Patrons owing large fines or fees to academic libraries should contact the library directly to pay the charges so that the amount can be correctly removed from other academic accounts.**

6. Libraries agree to lend at least two books to a patron from any other WYLD library. Actual lending limits on numbers and types of materials will vary from library to library.

7. Libraries must inform patrons of this WYLD Card Policy and of the minimum standards they can expect to encounter statewide. They must also be informed of applicable individual library policies, which may vary from library to library.

8. WYLD libraries must update the address and phone number of a non-resident patron using their library. When this information is updated, a note should be put in the note field informing the home library of this update so it can be verified in accordance with local policies. The note should include the date, staff initials and library where the update was done. For example: 'Address/phone updated, 2/6/16 vh CARB.' As a courtesy, an email should be sent to the home library informing staff of the change.

9. Libraries must inform the borrower that he/she is responsible for returning materials to a WYLD library and that overdue notices and fines will be generated from the lending library.

10. Returned materials will be discharged and returned as soon as possible to the lending library at no cost to the patron, ensuring a true state-wide borrowing policy.

11. The WYLD office will be asked to help keep statistics on statewide borrowing to be used in reevaluating these policies.

12. Public Libraries will attempt to recover overdue materials in accordance with their own policies and Wyoming Statute 18-7-105(c) which states 'Holders of library cards are responsible for all library materials borrowed on such cards. Whenever library materials are lost, destroyed, or taken from the library and not returned the library board may institute proceedings in any court of competent jurisdiction to recover the materials or the value thereof.' Academic, school, and special libraries will follow their own policies for recovering materials.

- ~~13. Libraries may request reimbursement from the Wyoming State Library for unrecoverable materials in excess of \$25.00 that were checked out by a non-resident patron.~~

14. The University of Wyoming (UW) supports the idea of statewide borrowing privileges. However, the WYLD system and the UW system do not share circulation or patron information, so provisions must be made to work around the respective systems. Outside of local residents or those that routinely visit Laramie, the best way to borrow from UW is through the borrower's local Interlibrary Loan.

University of Wyoming Libraries are open to all Wyoming residents. A UW library card may be obtained by presenting a Wyoming driver's license and supplying the necessary registration information. Free library cards are also issued to Alumni Association members, Wyoming corporations, Wyoming minors (with parental permission slip), participants in on-campus workshops, and reciprocal borrowing agreement patrons. There is a charge of \$10 per year for non-Wyoming residents, non-Wyoming minors, and non-Wyoming corporations.