Network News
May, 2021

Sign Up for a SAILS Committee!

We are beginning the process of finding people to serve on SAILS Committees in FY22. The SAILS President will appoint members to these committees at the June annual meeting. Please let us know if you are interested in signing up for a committee by filling out the form at https://forms.gle/h3psx9TsEQfCiWF96.
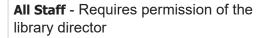
All staff must get permission from their directors before signing up for a committee.

Please note that the **Electronic Resources Advisory Committee** is a new committee that may be meeting prior to FY22 to begin its work.

The other SAILS committees that require volunteers are listed below:

Directors Only

- Budget
- Nominating
- Planning
- Personnel
- Investment

All Staff - Requires permission of the library director

- Circulation Policy (must be chaired by director)
- Digital History Advisory Committee
- Electronic Resources Advisory Committee (must be chaired by director)
- Overdrive Selection Committee (must be chaired by director)
- PubPac Public Interface Advisory Committee (must be chaired by director)
- Legislative Breakfast (must be chaired by director)

Circulation Tip of the Month
Charge History

Patrons must opt-in to have their checkout history saved. When patrons receive their privilege expiration reminders, via email, they will also be reminded they are saving their checkout history. They always have the

Let SAILS Manage your Patron Data

In case you are not aware, SAILS runs weekly reports that update patrons' profiles and/or user categories, based on the patron age, for several libraries. Typically it's to automatically

option to request the removal of their history and may choose to stop saving their history (or view or hide it) under the "my account" section in Enterprise. This does not delete prior checkouts.

Charge history -
Modifying user - change allcharges to no history

- stops recording checkouts
- Prior checkouts remain on record, displayed
- During checkout, if prompt is on, will alert to these prior checkouts

Modifying user - change no history back to allcharges
Prior checkouts begin recording again, at time of discharge

change JUV patrons to YA and YA to ADULT, and ADULT to SR. We've also set these up for libraries who have changed their usercat1's to reflect age vs. gender. If you would like to explore these options, please email support@sailsinc.org. and we can discuss updating your usercat1 to move away from being gender-based. ARIS and other state requested statistics rely on the usercat2, which is the place of residency. The usercat2 is very important, seeing as it relates to state aid. The usercat1 is only relevant to your library's stats, so you have control over what story you want to tell.

Patron Notice Review

With the end of the state recommendation to quarantine items from delivery, it's a good time to review your notice schedule. The gsheet at: https://docs.google.com/spreadsheets/d/15pQizX17khK8qtfyZOH2RqcIJrjud7HxUXUOdyqG usp=sharing has all the public libraries listed with your current notice schedules. This includes the number of days you have for sending notices, what types of notices are being sent, and the number of days you require an item to be overdue before marking it as assumed lost and billing the patron.

If you're no longer quarantining items, you probably want to consider restarting your item due reminders as well. Again, these can be found on that sheet. This is not on the sheet, but if you'd like to change the wording on your notices, send an email to support@sailsinc.org with what you want it to say. Remember, the html notices are customizable. The text notices can say either to contact the library for details or just give the basic information. The voice notices are not customizable. Let us know if you have any questions! - Laurie.

Upcoming Training from OverDrive
By Chelsea Fernandes

Getting Started with OverDrive Marketplace
Join our Training team for an introductory session on OverDrive Marketplace, your hub for digital content.
Note - The features covered in this webinar require the Shopping and/or Purchasing permissions in Marketplace.

Multiple dates starting May 5, 2:00 PM- Nov. 4, 2:00PM
Register here: https://overdrive.zoom.us/webinar/register/WN__53H2QbBTtSmK-ekDCSaRw

Engage Your Community with Databases & Streaming Media Services
Recommended for partners transferring these services from RBdigital

Join us for a special look at our most recent and exciting addition to OverDrive - Databases & Streaming Media Services! This session will also be recorded and available on-demand.

May 7th 11:00AM
Register here: https://overdrive.zoom.us/webinar/register/WN_EtqVaY-rTPi1UyyDOtNOBA

Getting Started with Libby
Learn how easy it is to get patrons started with Libby, the one-tap reading app, including how to browse and borrow on a mobile device, tips for customizing the experience, and where to find Libby marketing and help resources.

Multiple dates starting May 13 11:00 AM- Nov. 11, 11:00AM
Register here:
https://overdrive.zoom.us/webinar/register/WN_P80ZIHLdRaGhi3cdKSRDsw

Three Must-Have Genres for Your Summer Collection
Join OverDrive's Content Specialists for an overview of this summer's most anticipated ebooks and audiobooks for adults in romance, memoir, and horror. Can't make it live? Register anyway to receive the recording.

May 27th 2:00 PM
Register here:
https://overdrive.zoom.us/webinar/register/WN_YkeGsyDNQWeP3ghY1dUW6Q

Highlights from the April Members Meeting

- Membership voted to approve a revised FY22 budget. The revised budget includes a reduction in the telecommunications fee for public libraries as a result of state funding that offsets telecommunications costs.
- Membership voted to approve the nomination of Carol Buote (Berkley) to fill an unexpired Board term left by Debbie Batson, who retired at the end of April.
- Membership voted to approve the nomination of four people to serve on the FY22 Board: Susan Berteaux (Massachusetts Maritime Academy), Timarie Malo (Durfee High School), Kate Hibbert (Seekonk), and Olivia Melo (New Bedford). One seat for a representative from a public library serving a population of under 10,000 people remains for the FY22 Board. That seat will be voted on at the June Annual meeting.
- Membership voted to approve a recommendation from the Digital History Advisory Committee to continue hosting SAILS library digital collections on the SAILS Omeka site, but to encourage libraries to host with the Digital Commonwealth when they can.
- Membership discussed the restoration of some pre-COVID-19 processes. The consensus was to resume three-week online library cards starting in May and to also resume the Assumed Lost process for all libraries except those that choose to opt out. Overdrive will continue to ignore blocks when patrons try to log into the service. This procedure will most likely remain until libraries stop quarantining check-ins. The COVID-19 login for VPNs, which allows staff to access the system from home, will also

remain. However, SAILS will start moving those staff people over to Symphony Web, which does not require a VPN.

- Membership discussed privacy concerns with staff using Symphony Web to access the system from home. A task force will be formed to perform a privacy audit of the SAILS system and services.
- Membership also discussed the idea of collaborating among network libraries to bring in a big-named speaker for virtual programming.

Upcoming Meetings

Annual Meeting
Wednesday, June 16, 2:00 pm
Zoom - Online
This year's annual meeting will feature a keynote address from Becky Yoose, the founder of and Library Data Privacy Consultant for LDH Consulting Services. Yoose will talk about complex landscape of library data privacy and how libraries organize their library data practices.

May 12, 2021		Shopper Card Order Placed
May 12, 2021	10:00 AM	Board Meeting
May 24, 2021	2:00 PM	Circulation Focus Group - Discussion about areas where libraries would like to see more consistency in circulation policies and procedures.
May 27, 2021	10:00 AM	Circulation Focus Group - Discussion about areas where libraries would like to see more consistency in circulation policies and procedures.
May 31, 2021		Memorial Day
Jun 2, 2021	10:00 AM	Circulation Annual Meeting
Jun 8, 2021	2:00 PM	Circulation Focus Group
Jun 9, 2021	10:00 AM	Circulation Focus Group
Jun 11, 2021		Barcode Order Placed
Jun 16, 2021	2:00 PM	Annual Meeting

Circulation Annual Meeting
Wednesday, June 2, 10:00 am
Zoom Online
The meeting will include a demo of new Overdrive features as well as updates on processes that have been restored as libraries have reopened. We will also provide an update on the current process to identify circulation procedures and policies where the libraries would like to see more consistency. More agenda topics will be sent to the circulation mailing list closer to the meeting date.

Network Stats - April

Circulation (no Overdrive): 188,574
Total Items Circulated: 250,357
Items Loaned between SAILS Libraries: 61,590
OverDrive Circulation to SAILS patrons:49,166
Ebook: 40,525
Audio Book: 19,429
Video: 105

Magazines: 1,700
Database Size:
Titles: 1,129,286
Items: 3,384,948
Total Patrons: 378,314

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