

Minutes of the SEO Advisory Committee Meeting

May 28, 2025

This Meeting was held virtually via Teams.

SEO Advisory Committee members in attendance:

Rebecca Wilden, MEC

James Hill, CHI

Laura Lee Wilson, WIL

Becky Coker, DUU

Jennifer Austin, CPL

Amie Hatfield, HMR

Michael Limer, GCC

Sarah Clevidence, FIN

Sarah Frump-WCH did not attend

SEO staff attending: John Stewart, Jay Miley, Michael Postlethwait, Don Winland, Heather Miller, Ron Woods, Brenda Michel, Becky Hill, Nicole Brown, and Janice Bond.

State Library staff attending: Evan Struble and Jamie Pardee

Welcome and Call to Order – Michael Limer

Michael Limer called the Meeting to order at 10:31 a.m.

Approval of Minutes of February 27, 2025, Meeting

Michael Limer requested a motion to approve the February 27, 2025, meeting minutes. James Hill motioned to approve the minutes, and Becky Coker seconded the motion. The motion passed, and the minutes of this Meeting will be posted on the SEO Support Portal.

Acceptance of the Financial Reports – Jamie Pardee, John Stewart, & Evan Stuble

- IMLS Update—Evan Struble provided an update on federal funding through IMLS. Evan stated that the state library has received written confirmation that funding will be available for the first half of FY26. Currently, there is no permanent budget in place for federal funds. With the assurance of these funds, some services can continue to be operational. Beginning July 1, we will be able to fund Guiding Ohio Online, Libraries Connect Ohio, and the Ohio Library for the Blind and Print Disabled. Currently, we do not have assurance of the second half of FY26 funds. John stated that a significant part of our funding is from federal funds. There would be an impact on our services if we do not receive future federal funding. John will compile a list of resources that could be impacted and provide it to this group.
- Revenue—Jamie Pardee summarized the totals for revenue and disbursements.

- Budget—Jamie Pardee provided an overview of the current budget. She states that we should be below our projected spending allowances.

Michael Limer requested a motion to approve Jamie Pardee's financial reports. Becky Coker motioned to approve the report, and Sarah Clevidence seconded the motion. The motion passed, and the financial reports were approved.

Old Business

- SEO Technical Services Committee Updates – Jay Miley
Jay stated that this committee continues to do a great job. The turnaround time is still 2 weeks for original cataloging. We have some staff who are interested in training. We hope to offer training in the fall for anyone who wants to join. A subcommittee met to discuss the match point guidelines for records. Those documents are complete, and Jay will have those out in the next couple of weeks.
- Project/Service Areas Updates
 - Library Services – Jay Miley
Play Kits—
MPL library director, Jozie Heckel, asked about creating Play Kits to be created and circulated throughout the consortium that also creates Play Kits. Jay recommended using the leftover totes we have available to contain these kits for circulation. Jay asked the committee for their thoughts on this idea. The group discussed this idea. They concluded that some libraries already have kits such as these, and they do not circulate within the consortium. Jay will follow up with Jozie to let her know that she is welcome to create the kits for her library, as others have done. No action will be taken by this group at this time.
 - Browsing Guidelines Clarification –
Jay sent the group a copy of the current browsing guideline and would like to get some clarification on the wording. For the statement that says, "Each library building or location must own at least one circulating copy." We have found that some libraries see this as each library location needs one browsing copy and one circulating copy, and others see this as each library system needs one browsing copy and one circulating copy. The group discussed this statement and what each perceives the meaning to be. It was decided that no action will be taken at this time. We will discuss it at the next Meeting.
 - Display Profile Change –
Jay discussed with the group a proposed change to how requests are filled. For requests on items that are placed by user profiles that are actual patrons, we would prioritize those requests to be filled before requests for user profiles that are for display users. Jay displayed a chart that showed how this process would work. The group discussed the idea and suggested that a policy be created so that at the next Meeting, it could be discussed further and voted upon.

➤ IT Department

- Security Updates – Don Winland

Don provided updates on the firewall and the security he has in place with our consortium through the State of Ohio Computer Center. On a typical day, we have 1,000 to 1,200 connections to the firewall. Don has a rule on the firewall to block anyone who tries to access it if they are not in the United States. Don showed the group that in 12 hours, over 14,000 connection attempts were blocked, coming from other countries. This shows the amount of hacking that happens daily. We currently monitor 1,000 computers in our consortium. Some libraries are still using Windows 7 and 8, which are past end of life. We have contacted those libraries and asked for Workflows to be removed from those machines, as it is a security risk. Also, in October of this year, Windows 10 will reach the end of life with no updates available. Don will contact libraries about upgrading to Windows 11 to ensure their security. Don displayed some of the more popular antivirus solutions that libraries can use to maintain security on their computers. Don has emailed all libraries to inform them that a full-fledged antivirus is required on their computers by the end of July 2025. Don and Ron regularly contact libraries with any virus attempt notifications as they arise.

- SEO Libraries App – Michael Postlethwait

Michael mentioned that Splashtop is a very vital tool that SEO uses. Michael shared his screen to display how patrons can utilize their library card if they have forgotten it. Once they complete the form and submit it, they will receive an email with the information needed. This will be very helpful when patrons need help during evenings or weekends. This will be implemented in the next couple of weeks on the ODL site. Primarily for the Ohio Digital Library patrons to alleviate tickets on this subject. Talpa is still going well, with it being used over 400 times each month. Michael provided an update on streamlining the Enterprise profiles for library systems. This project will reduce the number of profiles from 280 to 110 and is expected to be completed by the end of the year. We will notify libraries about these changes, ensuring uninterrupted access to these sites. Michael displayed a demo of this change by showing Putnam County's site along with their branches. Michael shared that several updates have been performed lately to the SEO Library App.

- ITMAAS Project Update– John Stewart, Don Winland, and Ron Woods

John began by stating that we have worked with the Guernsey County library system and determined that we will need to provide the Tier I on-site service within a specific range of the SEO building. We would also be able to partner with other service providers who would be IT support for the outlying library systems. This would be our Tier II level of support. We do have a Tier III

level where we provide antivirus support for a charge of \$50 per computer, per year. We can provide a health report for your computers.

John provided an example of some of the issues that were found while working with Guernsey Co.

Ron began by stating that we have had 68 support requests from Guernsey Co. since we began working with their systems. We have 3 matters to resolve. We made 12 on-site visits. Splashtop and Symantec have allowed us to resolve several issues.

Michael Limer stated that his library locations have benefited greatly from the IT services provided by SEO.

John stated that we will provide whatever level of IT managed services the libraries request.

➤ Library Software Platform Feedback – Group Discussion

Jay had emailed each member a document with the results of the survey and displayed it for the group. Polaris was rated the highest, and SirsiDynix was rated the lowest.

John stated that we intend to increase awareness in the consortium about the upcoming RFP. We wanted to provide a glimpse into each ILS system to give everyone a sample of each product. Since the Directors Meeting was postponed, John would still like to have Marshall Breeding speak to the directors about the library software market and the trends he observes.

➤ Migration Update – Jay Miley

- Evergreen Community – Jay Miley

They went live on May 14. They are a small library, and it was a very smooth migration. Jay has used some AI tools that have helped with cataloging records, which have saved time. Did have some indexing issues, but those have been resolved. Their collection will be open in August after Summer Reading is over.

New Business

➤ Directors Meeting Discussion – New Date

John stated that Friday, October 24, 2025, will be the new Director's Meeting date since it was already scheduled for an Advisory Meeting. This will be a remote meeting to be flexible for those who can't make it in person.

➤ Request For Purchase (RFP) of Library Software Platform 2026

John and Jamie Pardee will attend the State Controlling Board meeting on June 16 for approval of the biennium renewal for the SirsiDynix contract. We will begin the process to evaluate the RFP and the services we've had since 2020 to ensure we have the functionality if the decision is to change systems. We will review other RFP's from other customers to see if modifications are necessary. We will share our RFP with the group when we feel it's ready.

It typically takes 2 years to make a transition, and we expect to be in FY28 if we move to a new ILS.

➤ SirsiDynix Update on Acquisition

John stated that Harris Computer acquired SirsiDynix. We've had discussions with Ray Biscaro, VP of Sales, about the acquisition. We've asked them for specific documents as part of the controlling board process. Their staffing level was 312 two years ago and is now down to 172.

Items Too Late for the Agenda

Jennifer at CPL shared a situation her staff recently experienced. The child applied for a library card with no last name. The parent was adamant that it was legal for her child not to have a last name. Jennifer asked her legal advisor if this was legal and found out there were no legal requirements for anyone to have a last name in the state of Ohio. Jennifer wanted to know how to enter the child's information in Workflows, as it requires the last name field. The group discussed this situation, and it was decided to put the same name in the first and last name fields. Jay will create a ticket with SirsiDynix to see if they have a solution. We will discuss it further at the next Meeting.

John also stated that the Advisory Ballot is up. This is Michael Limer's last Meeting.

Adjournment -- Chair

Michael Limer requested a motion to adjourn the Meeting without further discussion. Becky Coker made the motion to adjourn. Jennifer Austin seconded the motion. Michael adjourned the Meeting at 12:21 p.m.