

## Inside this issue:

From the Exec Director	1
Stats for ARIS	1
Best Wishes Mary Davis	2
Schools Info	2
Rising Spam	2
Director's Station Stats	3
Update from ALA	4
Network Stats	5
Network Events	5

## Statistics for the ARIS Reports

Statistics that our public library members will need to complete the ARIS report will be sent via Excel Workbook no later than July 31. All ARIS statistics are being submitted online this year but the data required is similar as was required in previous years.

The deadline for submitting your data is August 27. Please remember to review the statistics sent to you by SAILS before that date. You can't be sure there will be someone available on the 27<sup>th</sup> to provide you with assistance.

## From the Executive Director

It was with great sadness that I read the last edition of the SEMLS newsletter. I remember when the original 3 regional systems were expanded to 6 multi-type systems and how enthusiastically the Massachusetts library community greeted new regions. I don't know how many SAILS members realize the close partnership there has been between the network and SEMLS. Until MassCat migrated to the Koha ILS software, SEMLS was a participating member of SAILS. SEMLS was extremely generous in providing the network with funds that were used to start-up our Overdrive collection and subscribe to Tumblebooks. Many SAILS libraries benefited from net lender reimbursement provided by SEMLS. Many of us have served on various regional and statewide committees with SEMLS staff members and we know how much they have contributed to the betterment of library service statewide. And most basic of all, the network has been very dependent upon the reliable SEMLS delivery system. Even as SEMLS is dissolving, Cindy Roach, the SEMLS Executive Director, went out of her way to work with SAILS and Optima to make the sort to light delivery system a possibility for the network. SAILS will soon be the first network in the state that will not need to use transit slips for items with barcodes on the front cover.

I know that the staff of the newly formed Massachusetts Library System is dedicated to providing the best service possible to its members but I will miss the close interactions I have had with the SEMLS staff over the years. Personally I would like to extend my heartfelt thanks to Cindy and all of the SEMLS staff members for everything they have provided to the libraries in Southeastern Massachusetts over the years.



## Best Wishes to Mary Davis

Mary Davis, Taunton High School Librarian, will be retiring this summer. Mary has been an active participant in the SAILS network since she was the librarian at the Gordon Mitchell Middle School. She is an accomplished librarian teacher. Her departure is a great loss to the school but we know Mary will keep busy and happy in the

## School Materials during the Summer

With the exception of the New Bedford High School Media Center, all of the SAILS K-12 members are now closed for the summer. A few reminders:

- Any item that is flagged to go in transit to one of our schools has a transit slip put in it to send it to SAILS. We store the materials over the summer and send them back to the schools when they reopen. Everything is checked out to SAILSCIRC so that patron records are cleared.
- K-12, Bristol Community College (BCC), and Mass Maritime (MMA) patron records/cards are not valid at the public libraries. Faculty members may not pick up holds they have placed on their institutional card at a public library. These patron records have different loan periods and user categories than a public library patron record. They may register for a public card to use at the public library.
- Items owned by the schools may be returned to any public library. Just send them to SAILS after check-in.
- Items owned by the schools are now unholdable. Do not place copy specific holds on K-12 items. There is no one at the schools to fill the holds and they are not getting delivery over the summer months.
- Even after the schools reopen in the fall, we don't turn on holds until we know when delivery will resume. We will send out an announcement when their collections will open up to fill holds.
- The Taunton High School Library is now in storage as the High School undergoes extensive renovation. It is highly likely that their items will not be holdable in the fall.

### Quick Tips

- School cards for use in schools only
- Send anything for a SAILS member school to SAILS (except New Bedford High)
- Holds may not be placed on any school materials—no overrides!

## SPAM on the Rise?

I'm sure many of you have noticed as the temperature rose, so did the amount of spam. For the past seven days, the SAILS mail server has refused 58% of the incoming email.

If you get email that has "\*\*\*SPAM\*\*\* Score/Req: 12" in the subject, you can create a filter to send these directly to a junk email folder. Here are the instructions for doing this in WorldClient. (If you're not using WorldClient, you may not see the modified subject.)

1. Click Options and then Filters to go to the Filters page.
2. Under "New Filter" click the first drop-down list box and select Subject.
3. Click the second drop-down list box and select "contains"
4. Click the next box and type this: \*\*\*SPAM\*\*\* Score/Req: 12
5. Click the last drop-down list box and choose Junk E-mail.
7. Click the "Add filter" button
8. Click Finished

The reason to make the score a 12 is that this is the highest score that will get through our system-wide filter before being deleted automatically. You may notice that several legitimate emails are marked as spam, so keep an eye on your junk email folder to be sure you're not missing email you actually want. Blocking the bad and keeping the good is not an exact science and spammers are always learning new ways to fool mail servers. Please contact [support@sailsinc.org](mailto:support@sailsinc.org) if you have any questions.

## End of the Year – What can Director’s Station do for you?

Whether you are preparing your library’s budget for the coming year or responding to changing conditions along the way, you can use Director’s Station to get the data you need to back up your decisions.

Director’s Station can help in several areas, such as collection development. For example, you can answer basic questions - How many items of each type or home location do you own? How old is your collection? How much is in storage? You can also easily create reports that show how much you’ve spent on various types of items in recent years as well as how much patrons have paid - or not yet paid - on bills for those items. Director’s Station can tell you how many items haven’t been checked out in a long time or perhaps even never. You can also develop a picture of what category of patron is checking out a lot of a particular type of item.

DS can also help with patron services. For example, if you want to start sending a library newsletter, you can create a report that lists your patrons. Then, you can easily export this data to Excel, where you can select only those patrons who have an e mail address in their record. Now you have list of potential newsletter recipients that you can send to your newsletter vendor. Director’s Station can also quickly create a list of all the items on your “new” shelves or are located in specialized collections, such Summerread.

When you need to make policy decisions, Director’s Station can provide the supporting data. Do you know that, using DS, you can find out how many items are overdue or lost at any given time? You can also see how many out-of-state patrons you have. Run a few reports to get these facts if you are considering adjusting your fine rates, processing fees, or fees for out-of-state library card holders.

You can also create Director’s Station reports to better define your staffing needs. First, create a report that shows how many items were checked out from your library by time of day, day of the week, or month, for example. You can use the numbers as they are or you can easily convert them to a color chart/graph, which you can then copy into a Word document or other presentation format.

Director’s Station is an application that you can access via the Web from wherever you are. SAILS provides live online or in-person training, as well as a 50-minute training video and handout that you can download. Please contact [eservices@sailsinc.org](mailto:eservices@sailsinc.org) to learn more.

The screenshot shows the SirsiDynix My DirectorsStation Dashboard. At the top left is the SirsiDynix logo, followed by the text "My DirectorsStation Dashboard" and a "Menu" button. Below this, there are two main panels. The left panel, titled "SwiftLinks", has a sub-tab "SwiftAnalysis" and a list of menu items: "All Acquisitions Measures", "All Authority Measures", "All Bill Measures", "All Activity Measures", "All Booking Measures", "All Catalog Measures", "All Checkin Measures", and "All Checkout Measures (Current)". The right panel, titled "SwiftCharts", has a sub-tab "Active Available Holds" and displays a 3D pie chart. The chart is divided into three segments: a large green segment labeled "Not Available", a smaller blue segment labeled "Intransit", and a smaller red segment labeled "Available". The word "Holds" is written below the chart.

## Update—Straight from ALA

### Overdrive News

- “As previewed at ALA, OverDrive will soon offer a Dashboard widget -- putting librarians in the driver's seat with real-time data at a glance from your desktop! This widget will be available to all Content Reserve account-holders who have access to 'View Reports'.

OverDrive Dashboard allows you to monitor your Virtual Branch with live access to data including...



- Real-time statistics and charts, including collection usage
- Site traffic analytics & more! "
- Overdrive certification for devices. These devices may be purchased for lending.
- Apps for ebooks for Android, iphone and ipad.
- 70,000 accessible ebook titles at no cost.
- Mysearch wizard to allow patrons to customize the service—for nontechies
- Disney ebooks subscription service—very much like Tumblebooks. For K-5 and tween titles. This is currently available as a consumer product—<http://www.disneydigitalbooks.com/>
- DRM-free ebooks from project Gutenberg and a few other publishers will be added to Overdrive
- Emi music titles are now available. Very popular titles. Libtunes can buy tracks from pop artists which can be sold to users.

**Other news**—Playaways are now on the state bid list. Discounted 20 to 30 percent. If you haven't seen the new packaging and features of the newest players, read about it [here](#). The batteries last longer too!



**SAILS Library Network**  
 547 West Grove Street  
 Middleboro, MA 02346  
 (800) 331-3764 (508) 946-8600 fax: (508) 946-8605  
 email: [support@sailsinc.org](mailto:support@sailsinc.org) URL: <http://www.sailsinc.org>

**Network Statistics**

**SAILS Staff**

**Debby Conrad, Executive Director**  
 dconrad@sailsinc.org  
 (508) 946-8600 x211  
 AIM Screen Name: DKC101652

**Robert Demanche, Member Services Librarian**  
 rdemanche@sailsinc.org  
 (508) 946-8600 x218

**Laurie Lessner, Asst. Director for Technology Services**  
 llessner@sailsinc.org  
 (508) 946-8600 x214  
 AIM Screen Name: laurclw

**Jennifer Michaud, Network Cataloger**  
 jmichaud@sailsinc.org  
 (508) 946-8600 x215

**Jorj Pitter, PC Support Specialist**  
 jpitter@sailsinc.org  
 (508) 946-8600 x219

**Kristin Slater, Manager of Bibliographic Services**  
 kslater@sailsinc.org  
 (508) 946-8600 x213  
 AIM Screen Name: Baloo2782W

**Claudette Tobin, Cataloging Associate II**  
 claudette@sailsinc.org  
 (508) 946-8600 x216

	May '10	May '09	Total FY'10
Total Intranetwork Loans	56,064	54,751	647,290
Total Items Circulated	354,726	366,976	4,202,159
OverDrive Circulation	2,189	1,195	20,502
TumbleBooks	13,803	3,860	87,336
VirtCat Items Borrowed	1,178	1,076	13,042
VirtCat Items Loaned	648	483	5,656
Cataloging Requests	3,530	4,313	55,376
MARC Records Added	4,388	3,820	61,873
Patrons Added	2,152	2,428	41,465
Patron placed holds	47,387	47,089	545,443
Total MARC	1,097,323	1,070,735	
Total Holdings	3,695,018	3,478,880	
Total Patron	452,567	438,889	
Total Uptime	99.99	99.27	

**Upcoming Events**

- 7/5 SAILS offices closed
- 7/14 SAILS Annual Meeting  
10AM—11AM; SAILS
- 7/14—PubPac Meeting  
noon—2:30 PM, SAILS

**July 2010**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31