

OWLSnet
Administrative Advisory Committee Meeting
Outagamie Waupaca Library System
January 21, 2005

Present: Rita Schiesser, Algoma; Barb Kelly, Vicki Lenz, Michael Nitz, Meg Shriver, Appleton; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Susan O'Leary, Fremont; Kay Rankel, Gillett; Carolyn Habeck, Hortonville; Robyn Grove, Iola; Debbie Meixensperger, Kaukauna; Susan Grosshuesch, Kewaunee; Barbara Wentzel, Kimberly/Little Chute; Pam Ellingson, Lakewood; Ellen Connor, Manawa; Tim Dirks, Sandra Hipke, Marinette; Lisa Hein, Marion; Ann Hunt, New London; Terrie Howe, NFLS; Jeanne Waschbisch, Oconto Falls; Patty Hankey, Judy Hocking, Rick Krumwiede, Holly Ledvina, Gerri Moeller, OWLS; Sue Vater Olsen, Scandinavia; Elizabeth Timmins, Seymour; Mike Hille, Shawano; Becca Berger, Joe Clabots, Judy Ellenbecker, Sturgeon Bay; Peg Burington, Ruth Hoppe, Waupaca; Krisann Dailey, Lucie Erickson, Weyauwega.

1. Call to Order

The meeting came to order at 9:40 a.m.

Introductions

All attendees introduced themselves and Rick handed out several door prizes.

2. Minutes of the November 12, 2004 Meeting

The minutes were accepted as distributed.

3. Announcements

- Patron notices can be emailed to the libraries instead of being printed and sent on the delivery vans. Hortonville, Scandinavia and the Marinette County libraries have recently begun printing their own and are pleased with getting the notices out sooner. Patty or Gerri at OWLS will be happy to set up any agency with emailed notices.
- 2004 OWLSnet Statistics
 - Over 3.9 million circs
 - Over 256,000 patrons
 - Nearly a 50,000 increase in ILL as a result of filling holds
 - The lending imbalance between OWLS and NFLS decreased from 26,525 to 15,244

4. Old Items

- Alternatives to the OWLSnet directory
 - Gerri proposed that the small yellow OWLSnet directory be replaced with an online directory in an 8 ½ X 11 format to print easily. The directory will be available in print version with a bright cover upon request. The directory will be updated regularly and changes will be announced in Network News. **The proposal was accepted as presented.**
 - Requests were also made that webpage links be included on each library's page as well as email links to the contacts for Holds, Tech Services, Patron Registration and Billing for each library. It was also suggested that a link to Patty Hankey's

email address be put on each entry for easy update notification.

- Spanish Language applications
 - Please send requests for Spanish language registration cards to Gerri. These will be printed soon.
 - The NEWCat information brochures in Spanish will also be available shortly.
 - Teacher cards—exceptions to the one patron/one card policy
 - Gerri proposed that Teacher cards be kept at the issuing library only for use at that library. It was proposed that “Teacher” be entered in the first name field, the given name in the middle initial field, the last name of the teacher in the last name field, and the address of the school in the address field. These cards can be set so they will not get overdue fines. **The proposal was accepted** and details will be sent out in a Network News.
 - Shared custody
 - In response to discussion from the November 12, 2004 AAC meeting, Gerri proposed that an exception to the one patron/one card policy be made for special instances of joint custody. Children whose custody is shared by parents living in different towns could have separate applications and cards. This proposal was tabled for further discussion.
 - Periodicals Update
 - Most of the libraries have completed their periodicals update – 6 have not finished yet.
5. New Items
- MOVE
 - Site visits were discussed:
 - § Information sheets with the sites visited and the names of those who made the visits were handed out. Please feel free to contact anyone who made the visits to get their impressions of the implementation of the vendors’ products.
 - § The visits demonstrated that OWLSnet has made significant accomplishments with Geac, e.g., email notices and online holds.
 - § All systems had good circulation modules and looked to be easier to train than Geac.
 - § All systems had strong accounting features.
 - § All systems seemed weak in consortial features. All had been developed to handle individual libraries and expanded to accommodate consortia.
 - § There were some features of the systems that were unavailable for viewing (emailed holds, acquisitions, serials) because the library systems visited did not make use of those features. It was difficult to tell why not all of the features had been implemented, although in some cases it was clearly a matter of preference, and in others it seemed that they just hadn’t had the time.
 - § Feedback from the site visits indicated that the migration of data was the most difficult part of acquiring a new ILS.
 - § All the libraries visited were happy with their new systems and vendors.
 - Vendor proposals
 - § Vendor proposals arrived the first week of January. The MOVE Steering

Committee is in the process of reading the proposals and will meet on Friday January 28th. Committee chairs are also reading the specific areas of the proposals that relate to their committees and will respond with a written evaluation for the Steering Committee.

§ In reference to the RFP, Dynix had quoted Horizon 7 and not 8 because version 8 may not be ready in time for our migration. **Note: Dynix has since been eliminated from consideration.**

○ Vendor Demos

§ Firm dates for the vendor demos have been set for February.

§ Each vendor will have two days to demo their system – one day in Appleton and one day in Green Bay. While the days will be different, the demonstration of the Circulation module will be given both days to accommodate the schedules of everyone who wishes to see that module.

§ The exact schedule for the demos will be sent out as soon as it is established.

§ The demos are open to all OWLSnet libraries and staff. Everyone is encouraged to come and to give feedback.

○ MOVE timeline

§ The goal is to have the vendor chosen and the contract signed in May of this year. Our original timetable calls for full migration to be finished by March of 2006.

• Lending Conformity Committee

○ The benefits of developing a lending conformity policy were reiterated:

§ Conformity would stop patron confusion about lending periods.

§ All the sites the migration committees visited had librarians and administrators who recommended conformity in lending rules to ease the challenges of migration.

§ Administration time that is presently spent administering a complicated lending system could be used for more pressing functions.

○ The Lending Conformity Committee met once and had questions for the AAC concerning the parameters of their discussion. During the first meeting a variety of topics were discussed, including fine amount, loan duration, renewals, grace period, as well as handling long overdues, billing other libraries, limits on items, and general circulation policies.

○ It was proposed and accepted that fines be taken off the committee's list. At the next AAC meeting, OWLS will provide a handout of everyone's fines.

○ In an effort to get an overview of the consortium's circulation policies, OWLS will prepare a questionnaire for the libraries. Topics will include:

§ What is required for proof of identification to get a card?

§ Requirements for checkout—library card?

§ Policy for billing other libraries for lost items

§ Limits on numbers of checkout per item format

§ Any specific limits on patron checkout

§ Limits on new cards/ what new patrons can do

• Resource Sharing Policy

○ Due to a problem that revealed that OWLSnet member agencies had no recourse

if a member library deviated from the Resource Sharing Policy, Rick proposed the following be added to the Resource Sharing Policy:

§ **OWLSnet libraries are not required to lend materials to any library that does not follow its own circulation policies, as confirmed by OWLS, in lending the materials it borrows from other libraries.**

§ The proposal was accepted and will be taken to the OWLS board for approval.

- USB devices discussed

- USB devices are storage devices, flash drives and portable hard drives that connect through a USB port on the computer. They are small in size, some no larger than a key ring, but large in capacity.

§ Patrons have these devices and expect to be able to plug them into library computers to download onto them.

§ They are similar to a floppy and OWLS recommends a scan; however, the capacity of these devices may prohibit effective scanning.

§ There are a number of risks involved in allowing patrons to plug these devices into the library computers

- The USB device could be infected with a virus and infect the entire network.
- The USB device could contain programs that could be uploaded onto the computers.
- The USB devices can be made bootable. A patron could take over the computer by booting through the USB device.

§ Gates computers, by default, have the USB port made unavailable for use. They can manually be made available.

§ Digital cameras can also work like another drive.

§ Deep Freeze will help if the computer is rebooted regularly but some malicious viruses can still cause trouble.

§ OWLSnet will continue to discuss what the public will be expecting from libraries for technology, i.e. USB devices, laptops, electrical outlets for recharging devices

- Year End Reports

- Year end reports were handed out.
- The number of e-books available through the OPAC is **9887**.

6. Other Business

- Patron Purge of patron records with expiration dates of three or more years ago and who do not owe any money will be done in early February.
- It was agreed at the previous AAC meeting that attachment notes that say “Check for 1” on single CD’s, DVD’s, and cassettes should be deleted. OWLS will send instructions on deleting these notes. **Note: Due to the large number of attachment notes that need to be deleted, OWLS will run a script that will delete these notes.**
- WAU has been running a teen reader contest that has an Instant Winner message show up at checkout. In future, to prevent any confusion, any agency using the popup notes for a message to their library patrons should include a library agency code in the message. WAU will send out a systemwide notice when they are running their Instant Winner contest again.

- All agencies have agreed not to loan to patrons who owe more than \$5. This policy will be placed in the new document of OWLSnet policies. Agencies need to maintain this policy consistently.
- Michael of APL displayed the new DVD boxes from DEMCO that APL will be using. These boxes will allow APL to keep DVD sets together and process them as sets instead of individual items. APL is also getting rid of the security boxes on their DVD's so patrons can use the self check on these items. They have been testing overlay security strips from Library Advantage and they seem to work on all discs except double sided DVD's. Get information from Michael Nitz at APL if you are interested in these products.
 - Movies that come with two versions, widescreen and regular, should be kept together. "If it comes together, keep it together" is the general rule for there is only one entry in OCLC for the item. This applies to CD's as well.
- Peg Burington is now an official Young Adult Library Services trainer and would be happy to come to any library and do a YALSA presentation or have a presentation for interested librarians at Waupaca.
- Systemwide reports of items that have been lost in transit were requested.

7. Adjournment

- The business meeting was adjourned at 12:15 p.m. There was no OWLSnet Users Group Meeting.