OWLSnet
Administrative Advisory Committee Meeting
Outagamie Waupaca Library System
March 19, 2010

Present: Rita Schiesser, Algoma; Vicki Lenz, Michael Nitz, Colleen Rortvedt, Appleton; Rebecca Buchmann, Black Creek; Kathy Mitchell, Clintonville; Mary Seggelink, Florence; Susan O'Leary Frick, Fremont; Kay Rankel, Gillett; Carolyn Habeck, Hortonville; Maggie Waggoner, Kaukauna; Beth Carpenter, Kimberly/Little Chute; Sue Grosshuesch, Kathy Decker, Kewaunee; Pam Ellingson, Lakewood; Mandy Samsa, Lena; Ellen Connor, Manawa; Trinitie Wilke, Marion; Sandra Hipke, Jennifer Thiele, Marinette; Ann Hunt, New London; Mark Merrifield, NFLS; Peg Murphy, Oconto; Joan Denis, Oconto Falls; Evan Bend, Patty Hankey, Rick Krumwiede, Gerri Moeller, Anne Paterson, Bradley Shipps, OWLS; Jenny Hipke, Peshtigo; Sue Vater Olsen, Scandinavia; Becky Rickel, Shiocton; Elizabeth Timmons, Seymour; Kristie Wilson, Shawano; Linda Streyle, Tracy Vreeke, Sturgeon Bay; Peg Burington, Waupaca; Kristi Pennebecker, Weyauwega

1. Call to order
   The meeting came to order at 9:30am at the Appleton Public Library. Rick welcomed attendees, and they introduced themselves to each other.

2. Minutes of the January 15, 2010
   The minutes of the January 15 meeting were accepted as distributed.

3. AAC ground rules
   Rick reminded everyone that with such a large group it can be difficult to hear and follow the discussion. He asked everyone to help the meeting function more effectively by remembering the AAC ground rules:
   - Only one person speaks at a time
   - Please wait until you are recognized to speak
   - If you've spoken to the issue already, please let others speak

4. Announcements
   - Since Laura was absent, Michael Nitz volunteered to take minutes for the meeting. Thanks, Michael!
   - Maggie reminded the group about the Fox Cities Book Festival on April 11-15. It coincides with National Library Week this year. She has schedules and posters available for pick-up. Beth Carpenter, Kimberly/ Little Chute developed a new website to promote the festival. Go to: www.foxcitiesbookfestival.org
   - The IUG Enhancement Ballot Voting is quickly approaching; votes are due around the second week of April. Currently, Appleton, Black Creek, Clintonville, Door County, Hortonville, Kaukauna, Kimberly/Little Chute, Manawa, and Waupaca are members. [Membership info is available at http://www.owlsnet.info/secure/iug/default.asp.] IUG members expressed interest in a meeting to discuss the OWLSnet recommended vote. Similar to last year, Gerri will organize a meeting to discuss the questions and develop our recommendations.
   - Rick will be getting membership bills out to the libraries next week.

- The Fiber to Libraries project isn't expected to begin until late spring. There has been a slight delay due to governmental paperwork processing. Project may not be completed until 2011. Libraries can get more details of the project online.
- OWLS expects to upgrade to an antivirus software product that is compatible with Windows 7 very soon. Dave has been testing and researching several products to find something that will work with Windows 7.
- OWLS was cited in a recent case study in "The Roadmap for Government Transformation" report as an example of good governmental cooperation. A link to more information can be found in the March 18, 2010 issue of the Channel Weekly.

5. Information from OWLS and OWLSnet staff
   - Cataloging updates
     - OWLS has started working on the NetLibrary weeding project. There are over 10,500 titles in our system that will be reviewed to determine their value. We are currently identifying and categorizing the materials to ease the weeding process. The list will be shared with member libraries to help make weeding decisions. As a side note, Ebsco has recently purchased NetLibrary from OCLC. We're not sure yet what the impact of this will be.
     - Update to the January AAC discussion of rental vs. retail DVDs. Avatar is due to be released on video April 22 and again in November. The April release will be rental and retail versions of the film without bonus features. The November versions are expected to be more complete. More information can be found on the Midwest Tapes blog.
   - Committee and user group update
     - The group reviewed the Teacher Card proposal and the document detailing how the Teacher Card Committee developed their recommendations.
       - The committee included librarians who started in favor of teacher cards, and those opposed to teacher cards.
       - The committee looked at other libraries' teacher card policies. Based in part on the other libraries' policies, they came up with 14 basic questions they needed to answer to make a proposal.
       - The Teacher Card Committee's recommendation is to approve teacher cards as presented in their proposal. If there are minor procedural changes, the committee would be happy to keep working on the proposal. They would also volunteer to work on a registration form.
       - The proposal does not address what would happen if a teacher moves; the committee will address this in an update of the recommendation.
       - Some concerns were expressed about the limit of 15 holds on teacher cards and daycares not being eligible. The question came up as to why should we require a teacher to have a personal library card in addition to a teacher card. The committee made this recommendation to enforce one teacher card per teacher and to make the registration process easier for teachers (teachers don't have to provide proof of address, since they already will have a patron card.)
     - The teacher card committee will amend the proposal to address the issue of teachers moving. AAC will vote on this amended recommendation at the next AAC meeting on May 21.
   - Circulation update
     - The spine label printing project has turned out be more difficult to implement than expected. Rick has asked the libraries to please be patient. Gerri is working diligently to find a solution.

- InfoSoup Development update
  - InfoSoup Memory/CONTENTdm training classes will be held April 16 and 23 from 9:30a-12p in the APL computer lab. If you haven't registered and are interested, there are still slots available! Libraries may send their volunteers to this training. OWLS will offer the same training again in the fall.
  - 2009 and 2010 electronic resource statistics are posted on the OWLSnet Statistics pages. The 2010 electronic resource statistics will show both monthly and YTD data.
- Project Updates
  - InfoSoup to Go posters were handed out. (If your library did not attend the meeting, posters were sent on the van.) An informational handout for patrons and staff was also distributed – more copies can be printed at OWLSnet website-AAC/March Agenda. Graphics for libraries to use on their websites to promote InfoSoup to Go can be found on the OWLSnet website at InfoSoup Info.
  - E-commerce continues to move forward and is installed on the server. It may be ready to go by the next AAC meeting, depending on the complexity involved in setting up the web pages. It does look like Innovative is making progress with donations, so that may eventually be an option. For more information, see Implementing Ecommerce in OWLSnet: Take Two.
  - The Millennium server replacement issues have been resolved. The new server is working well, and some transactions (Fines Paid, Create Lists) are working much faster.

6. Decision – consensus decision or vote
   - No consensus decisions or votes to be made at this time.

7. Discussion – discussion of issues that may be up for decision at future meetings

   - The group decided to table the Browsing Collections discussion at the present time. It hasn't generated a lot of interest.
   - There was some discussion about shortening the length of time on the holdshelf from 8 days to a few days to move holds along quicker. Some libraries were concerned about the impact a reduced holdshelf time would have on their patrons, especially those who only come to the library once a week.
   - OWLS and NFLS further explored the possibility of using Innovative's INN-Reach product to facilitate resource sharing between the Brown County and OWLSnet libraries. Rick and Mark created a white paper outlining the pros and cons as well as the issues, set-up and overall impact of implementing INN-Reach. After further research, system staff feel that the INN-Reach product might be more appropriate for larger consortia (perhaps state-wide) and academic systems and would have limited functionality within our system. While state funds might be reallocated to help finance this product, there would be ongoing additional costs including staff time costs that wouldn't be covered, and it would be difficult to find funding and the additional staff time needed. Mark recommended not moving forward with the proposal as there appear to be more drawbacks than benefits.

7. Other Business
   - Mark from NFLS investigated possible e-rate funding to help defray the costs of Telephone Notification Services (TNS). Unfortunately, e-rate funding is not available to pay for this service. Mark suggested transferring some of the money spent on online databases to cover the costs of TNS. It was also suggested that we look to see what else we could cut, in order to be able to afford this within the OWLSnet budget. About 25% of the OWLSnet libraries are not interested

in using TNS and this would have some impact on the costs for the interested libraries. Rick will review possible budget scenarios for the next AAC meeting.

- At the January 16, 2009 AAC meeting, the libraries agreed to not add any Blu-ray video discs until there was further discussion about this issue. A few libraries asked to reconsider this decision, as Blu-ray is becoming more popular, and the players are becoming less expensive. Unfortunately, there is no easy way to identify these in the catalog, so it's likely that some patrons will receive these by accident and be unable to play them. The best way to identify them is probably in the call number. OWLS will work on turning on the scope and Itypes for these. Gerri will send out an e-mail when the modifications are complete; please don't add Blu-ray items until then. Adding items before the work is complete may make them impossible to locate in InfoSoup.

8. Adjournment
   - Meeting adjourned at 1:37pm.