

OWLSnet
Administrative Advisory Committee Meeting
Outagamie Waupaca Library System
March 28, 2014

Present: Rita Schiesser, Algoma; Michael Nitz, Tasha Saecker, Paula Wright, Appleton; Jamie Hein, Clintonville; Stephanie Weber, Florence; Ann Stearns, Fremont; Carolyn Habeck, Hortonville; Kay Rankel, GIL; Lisa Bauer, Robyn Grove, Iola; Susan Grosshuesch, Kewaunee; Nicole Lowery, Lakewood; Becky Bartell, Lena; Ellen Connor, Manawa; Jennifer Thiele, Marinette; Trinitie Wilke, Marion; Ann Hunt, New London; Kristin Stoeger, Oconto; Joan Denis, Oconto Falls; Wanda Boivin, Oneida; Evan Bend, Patty Hankey, Gerri Moeller, Anne Paterson, Bradley Shipps, Walter Burkhalter, OWLS; Elizabeth Timmins, Seymour; Kristie Hauer, Shawano; Melanie Waldron, Shiocton; Becca Berger, Linda Streyle, Tracy Vreeke, Sturgeon Bay; Amanda Burns, Suring; Peg Burington, Waupaca

1. Call to order

The meeting came to order at 9:30 a.m. at the Appleton Public Library.

2. [Minutes of the January 17, 2014](#)

The minutes of the meeting were accepted as distributed.

3. AAC Ground rules

Walter 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 an issue already, please let others speak

4. Announcements

Bradley highlighted several upcoming events on the OWLSnet page (www.owlsnet.org/ce). MacGyver and Google: Beyond the Search Engine (Apr. 22) is cosponsored with NFLS and NEWIL. Electronic Medical Records – A conversation (Apr. 24). Trends in E-content (Apr. 25) will be done by Evan and is geared toward helping OWLSnet libraries make decisions about our e-content offerings, present and future. Bradley also had flyers for a Fox Valley Library Council event: Game-Changing Collaboration: Connect to Thrive (May 23).

Walter shared information about a patron/card situation. A library in another system contacted an OWLSnet library with information about a patron (not in good standing at their home library) who might be trying to obtain a card in a nearby OWLSnet library. Walter

clarified that under our intersystem agreements, libraries do not have to issue a card to a patron who does not have a valid card in his/her own system.

5. Information to be presented by OWLS and OWLSnet member library staff

- The Title Paging process is almost complete. Most OWLSnet libraries are now using the new style list.
 - Several libraries found it confusing that the item paging list was still in the old format. While there aren't any inherent advantages to changing the item paging list, this could be done if the current situation is causing problems. No one expressed interest in having that done.
 - After releasing the final title paging list format, some libraries requested two changes: a longer call number field and adding the last check-in date. However, this will make the lists longer. There were no objections to making the lists longer and some felt the changes would be helpful. Gerri will make the changes to the title paging list.

- Four libraries in the system have arts prints in Sierra: Clintonville, Wittenberg, Sturgeon Bay, Appleton (although holdings may not be up to date). Gerri asked if anyone would object to getting rid of the Item type for Art. This would free up an Itype to be used for something else. Libraries can keep their art prints in Sierra if they prefer; she will simply change the Itype for these items to Realia. There were no objections.

- At the last AAC meeting, we agreed to delete unpaid items after one year. This process will be rolled into the regular delete process. Unpaid, billed items will be removed from the system on a monthly basis. The bill will stay on the patron's record. The item record will go.

- Our vendor is changing the label stock for the Check for ___# of items labels again. The vendor will no longer have polypropylene labels, which we have been using for their durability. Our options are to use paper labels, laminated paper labels, or find another vendor. Gerri had samples of the paper and polypropylene labels. Paper labels were dismissed as an option because of lack of durability. Linda (Sturgeon Bay) wondered if a sharpie worked on the laminated labels. Gerri believed they did. It was decided that the laminated paper samples would be tested at break to see if they held the sharpie ink. If so, the group recommended getting these labels.

- OWLS staff handed out weeding lists for GED materials for each library. The GED changed significantly in 2014, so pre-2013 materials should be replaced.

- Gerri thanked everyone who volunteered to work on the IUG enhancement choices, including Kristi in Weyauwega, Lyn in Manawa, and everyone at the Seymour library.

Our votes have been submitted. The next IUG meeting is in May in Detroit; Gerri will be attending.

- Draft OWLSnet Procedures for Checkout Outside of the Library were handed out. These were developed by Gerri in consultation with Dave and Walter. There are a few areas in the procedures that should be clarified and filled out more thoroughly before a final release, and libraries are encouraged to discuss them with staff before the next AAC meeting. However, OWLSnet staff feel comfortable offering them as an option for enabling libraries to check out materials to patrons at remote locations—that is, check outs not at the library. Some of the difficulties of remote checkouts include:
 - The potential for compromising library data
 - Sierra is less secure than Millennium. With its “remember me” box, it’s simple to have the system remember the login.
 - VPN (Virtual Private Network). We’d need to have a viable means of securing access to a specific part of our network and also a means to turn off that access on demand.
 - Working with schools remains difficult. Security on a school’s network is very high, and schools do not usually allow outside agencies access through their firewalls. Additionally, schools frequently reconfigure settings and may cut off a previously allowed connection with little warning and no easy way to reestablish connection.
- Becca from Sturgeon Bay clarified that when they take laptops out to the community, they use them to sign up people for library cards, not to check out items. Kristie from Shawano explained that they wanted to intersect with users where the users are out in the community. This is one reason they have the bookmobile. She noted that access to the internet can be a problem in the area. Ellen from Manawa explained that they do a lot of work trying to get to kids at schools and to get them to check out items. The ability to remotely check items out would greatly help.
- Becca also wondered if any open wireless network, such as at a county fair, would be usable in this proposed process. Gerri thought that as long as the network was publicly accessible, it would likely work. Jennifer from Marinette asked if creating a mobile hotspot with a mobile phone would work in areas that did otherwise offer Internet access. It’s certainly possible this could work, and once the procedures are final, we should investigate it further. Gerri also emphasized that if libraries want to use remote check out at schools, they really need to partner with their school districts to make this a viable option given the unique difficulties of schools’ security setups. She asked that everyone take the draft procedures back to their libraries for further review. Please send any comments or questions about the draft procedures to Gerri at the OWLS office. OWLSnet staff will work on filling out some of the details missing in the draft plan. The draft procedures will be discussed again at the next AAC meeting.

- After switching to WISCAT for ILL, it was on the planned AAC agenda for May to discuss our subscription to WorldCat. Our subscription to WorldCat ends at the beginning of July and isn't currently in the budget for next year. Unfortunately, we've learned that our Cataloging Tool depends on an API (Application Programming Interface) that is only available with WorldCat. So without Worldcat, the Cataloging Tool will no longer function. Our options for adding Bibliographic (title) records to Sierra include:
 - Change the cataloging tool so that it works with another source of records. While this is possible, it would not be as robust as our current solution, and it would add more work to the process. Since this process already includes some work which doesn't add value to the process, and is already a separate piece of software and process to be maintained, it doesn't seem like a good option.
 - Find a way to pay for WorldCat. At one point in time, this might have been possible, but budget squeezes over the last few years make this very difficult. The only way to fund this would be to cut something else out of the budget.
 - Develop a new process for staff to add bibliographic records to Sierra.
- To that end, OWLS staff and APL cataloging have been investigating SkyRiver, as an alternate bibliographic utility. In some ways, SkyRiver is a direct competitor to OCLC, although they don't offer all of the extra services OCLC offers, such as Interlibrary Loan.
- OWLS staff recommend moving to SkyRiver for the following reasons:
 - We believe that using SkyRiver will enable us to bring in bibliographic records faster, with less staff involvement
 - SkyRiver should allow us to track exactly which library brings in which records
 - It works with the Quick Click ordering process
 - Substantial cost savings
 - Easier than OCLC for non-catalogers to use because it can be used within Sierra
 - Fewer opportunities to download bad records because the SkyRiver database is smaller than OCLC
- There are also some challenges:
 - It is a 3 year contract, so we would be committed for that entire period of time
 - OWLS staff will need to develop new tools to work with SkyRiver, such as a new request form for libraries to use when requesting a record
 - It's possible there will be an increase in the number of poor records in Sierra because more libraries will be bringing in records on their own
 - It's likely there will be more original records work for the cataloging staff
- Gerri handed out a draft cataloging flowchart, detailing the possible library workflow with Sierra. Gerri went over her flowchart and noted that Laura (OWLS) had said this would make a good training tool.
- Peg from Waupaca asked if there would need to be a lot of training for staff. There shouldn't be a need for a lot of training, but we will want to conduct a review of choosing good bibliographic records. Joan from Oconto Falls asked if cataloging staff

would be double checking records selected by libraries. Currently, we don't plan to check all of them, but OWLS staff should be able to see which library brought in a specific record, which could help in identifying a catalog-training need. Elizabeth from Seymour asked about a time frame for implementation. We hope for an implementation between May 1 and June 1, starting with our OCLC-enabled libraries. This will allow an overlap between SkyRiver and OCLC as everyone gets accustomed to the new system. Peg asked how this would affect the budget and our holdings in WorldCat. Walter stated that the cost of our access to WorldCat is only a small portion of the total cost of our subscription to OCLC. A move to SkyRiver offers substantial savings. Gerri clarified that our holdings information would no longer appear in WorldCat if we use SkyRiver for cataloging. Theoretically, we could use SkyRiver for cataloging and still pay a subscription for WorldCat, but it would be costly, and our holdings information would not be updated. Peg asked if patrons would still be able to search in WorldCat. Gerri clarified that patrons can continue to search in WorldCat. The only difference will be that the InfoSoup holdings will not be listed.

- OWLS does not plan to renew the subscription to WorldCat and will recommend to the OWLS Board that we move to from OCLC SkyRiver for our bibliographic records.
- Dave from OWLS gave an update on the library fiber upgrade project. Site visits to libraries are just getting started. The visits involve Dave, John from NFLS, and a phone company representative and include looking at where fiber could come into the library buildings and documenting these locations. For work that will be done inside the library building, the library is responsible for hiring a licensed/certified electrician and for the cost of the inside work. Dave has prepared a spreadsheet listing planned visits. Becca asked about Washington Island getting fiber. Dave confirmed that Washington Island was the only location that would not be getting fiber and would not have an extra cost. Ann from New London asked when the library should begin working on the project. Dave explained that as soon as a library's site visit is completed (so there are plans on where to locate the fiber) a library can get a quote from an electrician for the inside work. The electrician's work, however, cannot start until the phone company has penetrated the building. Peg asked if an electrician had to do the work or if a cable installer could do it. Dave stated that the work needs to be done by a licensed electrician.
- Evan spoke in more detail about his program, Trends in E-Content, coming in April. He encouraged people to attend because it's an important topic and part of the OWLSnet planning process. His focus will be on what's happening in OWLSnet and determining what purchases we may want to make going forward. Currently as a system our e-content offerings are TumbleBooks, OneClick/Recorded Books, and Ancestry. Evan noted that if the libraries want to make a group purchase, this should be discussed at his April program so there is time to bring up the suggestions at the May AAC meeting and

budgets can be discussed. Peg asked if Tech Credits for CE would be available to attendees. Evan said yes. Bradley reminded everyone that 10 tech credits are now needed for recertification.

- OWLSnet website update: Evan showed the new OWLSnet website, which is almost complete. There will be 3 ways to login:
 - You can log in with your name and password. This method will take the user to the appropriate OWLS or NFLS pages when forms are used. Also this will populate the user's name and information into a form, and the user will not need to repeatedly sign in to view various pages and documents.
 - Log in with your agency code
 - Log in with the extranet log in and password.

- All libraries can now use WISCAT for requesting materials. Evan has created a form page for InfoSoup that will replace the WorldCat page patrons use to request materials. This page will go live for patron use once Anne has completed training for NFLS librarians.

- The Overdrive Steering Committee meeting went well and the committee is working with Overdrive to split the "Kids & Teens" site into 2 separate sites: a Kids page and a Teen page. Evan noted that cookies from the Overdrive site will direct users to the last site they were previously on (the Adult site or the Kids & Teens site). This can cause confusing results. Overdrive will be giving the Wisconsin Digital Library some streaming video content since we've bought so much from them. If you want to see an example of such content from Overdrive, Evan recommends looking at clevnet.org (a consortium of libraries in Northeast Ohio), in the eMedia collection, streaming videos.

- The next Reading Challenge prize winner will be announced April 1. The challenge is going well and some really good reviews have been posted.

- OWLSnet Planning: Walter announced the Planning committee would meet briefly today following the AAC meeting to review plans and updates.

- The Discovery Layer Committee has met twice—once over the phone and once in person. During the phone meeting, the group narrowed the choices to 3 for investigation—Encore, BiblioCommons, and VuFind. The in-person meeting took place March 27 in the OWLS nest. Representatives from Bibliocommons and Encore gave web presentations. The committee also looked at a number of different VuFind sites. After discussion, the committee decided to focus on BiblioCommons and Encore. The committee feels that VuFind does not offer nearly as many features as the other two options and should only be considered if we feel we cannot afford BiblioCommons or Encore.

- Becca asked if the pricing between Bibliocommons and Encore was comparable. The pricing structures are quite different and we'll need to thoroughly review the numbers. However, at first glance, it does appear that the pricing is comparable.
- Since we'll be making some sort of decision on a Discovery Layer very shortly, it's important to separate enhanced content from the Discovery Layer itself. Many things in InfoSoup (and likely in a new Discovery Layer) are enhanced content that we purchase from various vendors. These include book cover art, reviews, series information link, similar titles listings, and tags. Peg asked if our current enhanced content would work with either discovery layer. Gerri explained we have to ask both Bibliocommons and Encore about the compatibility of each item. So while the committee has narrowed down the options, there are still many questions left to be answered. The committee has started a plus/minus list for each discovery layer and will share that with the larger group.

6. Decision or vote: none

7. Ideas for discussion: none

8. Discussion

- ILL checkout periods. Currently checkouts to other libraries through ILL are for a week more than checkouts to OWLSnet patrons, to account for transit time. Is this appropriate? Too much? Too little? Peg suggested we leave this checkout length as it is and see how the new ILL process goes. There was no other discussion.
- OWLSnet technology competencies. Bradley started the discussion by explaining that the group needs to identify and prioritize technology competencies that OWLS staff can help member libraries with. She reminded the group that the plan is for OWLS staff to focus on a requested competency by developing training, implementing the training, evaluating the process and results for possible improvements, and continuing this process with another competency. Bradley asked the group to brainstorm ideas for such competencies. Ideas suggested include:
 - Using SkyRiver for new records
 - Choosing and adding bibliographic records to Sierra
 - How to make agency changes
 - How to handle damaged items (with holds?)
 - How to use saved searches and get emails on your favorite authors
 - Cataloging
 - Searching Sierra
 - Searching InfoSoup
 - Offline circ

- Library card application (cross-checking information and using the digital signature unit)
- Modifying holds
- Helping patrons with Ecommerce
- WISCAT
- Overdrive
- OneClick Digital
- Clearing Holdshelf
- Updating PCs
- Database training
- Scanning items

(Please note that some of these are outside the scope of OWLSnet competencies.) Libraries agreed to take the question back to their staff and continue to submit suggestions for further discussion at the next AAC meeting.

Announcements:

- Hortonville Public Library will be closed during May as they undergo the move to their new library building.
- Joan announced that Oconto Falls has just completed a 4 year project with the Wisconsin Genealogical Societies to identify obituaries in Oconto County newspapers from 1920 to 1999 and assemble that information in a database.
www.wicemeteries.com
- Peg reported that the bus trip to PLA was a fantastic way to go to the conference and Ellen noted how helpful OWLS and Bradley were in helping out with the registration for the trip, etc.
- Walter announced that [Assembly Bill AB288](#), regarding billing and consolidated county libraries, had been signed into law by the governor.

9. Adjournment: The meeting was adjourned at 12:03 p.m.