September 2019 Staff Report

**Upcoming Continuing Education**

September 26, 2019: Youth Services Grassroots Meeting

October 8-11, 2019: Wisconsin Library Association Conference

November 5, 2019: Tech Days (Rice Lake)

November 6, 2019: Tech Days (Wausau)

November 7, 2019: Tech Days (Sparta)

Many free webinars and resourses are available at NEWI’s [website](https://newilibraries.org/).

**OWLSnet Directory & Office 365 Email Accounts**

Over the next few weeks or so we will be checking to make sure the OWLSnet directory and our Office 365 email accounts are up to date. If you have not looked at your OWLSnet directory page in a while, please take a look and let us know if any updates are needed. We also want to make sure our after-hours contact information is up to date, so Liz may be contacting you soon to make sure that our listings are current. The after-hours phone number is only seen by OWLS staff and only used in case of major events affecting your library.

With our switch to Office 365, OWLS has changed the way we manage accounts when staff leave a library. Office 365 gives us some new flexibility and options, which we would like to discuss at the ACC meeting.

**Sierra/Circulation**

* Molly will be leaving for maternity leave sometime in November and returning in March of 2020. If you have requests you typically ask for during this time and they can be taken care of sooner, please let her know. **If not, then please send all requests to** [**OWLSnetHelp**](mailto:owlsnethelp@owlsweb.org) **and/or call the main line (920) 832-6190.** Her out of office will be on during this time in case you forget and send an email her way, but her email will not be monitored.
* All 2020 calendars have been sent out. Please have those back to Molly no later than **NOV. 1st.** If you know you will be sending after this date, please let Molly know, so she can make sure OWLS staff are aware and can enter in your dates once she has left. If you did not receive a calendar for your library, please let Molly know as well.
* Reminder to verify your municipality codes in patron records. There are a few codes that are no longer in use but we’ve come across libraries still using them. Remember that if the code is wrong, funding can be affected. Codes we have marked as unusable are: 223 Town of Harrison (Calumet Cty), 292 Mid-Wisconsin Lib System, and 594 Village of Harrison (Outagamie Cty). Please remove these from your cheat sheets if you have them and replace with the correct code.
  + Molly ran a list of patrons who have a municipality code that has been deprecated, including those with a code of “unassigned.” Those will be sent out to the home agency to go over and correct.
  + No patron should have a municipality code of “Unassigned.” Unless it is an online registration; that is automatic with the online form. If an online patron signs up for a permanent library card the municipality code should be corrected.
* Just a reminder: with the last upgrade there was a “new” feature installed. This is a locking mechanism for patron accounts when payments are being made. It is to ensure double payments are NOT being made. But instead of helping staff and patrons, this seems to be causing some confusion and grief. When a patron is trying to pay online, they may receive a message stating that they cannot at this time, or something along those lines. It is advised, due to the lock, to close out of all sessions of the patron’s account (in Sierra, at the public computers, phone, etc.). If they still cannot make a payment once all sessions have been closed, then unfortunately they will need to wait 4 hours before the lock is removed.

**WPLC/OverDrive Update**

On October 25th, the WPLC Board, Steering Committee, and Collection Development Committee will be meeting for a roundtable discussion. The impetus for this meeting, I believe, was, in general, a shared frustration about the state of the digital collection and, in specific, the challenges of reaching agreement on increasing funding for the collection. In addition to those concerns, recent changes by publishers have highlighted a number of disturbing trends that may even further diminish our ability to meet patron expectations for the delivery of digital content. Within this context, the goals for the roundtable discussion include:

* A more unified vision among consortium leadership of the value and goals of the shared collection.
  + Philosophically, what do we want to be as a collection and a consortium?
* Ideas for materials to help support advocacy for the collection within the state
  + Philosophy of response to publishing changes
* Greater awareness of national efforts and the potential relationship of WPLC to these efforts
  + Philosophically, where do we put our energy?
  + Initiatives we want to join, monitor, support, emulate

In preparation for this meeting, participants have been asked to attend two webinars:

* Ebook & Publisher National Landscape – September 16th. A copy of the recording and slides are available on the WPLC website here: <https://wplc.info/roundtable>
* WPLC Data Webinar – September 26th at 11:00 am. Open to anyone. Let Evan know if you are interested in listening in. This webinar will also be recorded and shared.

At the AAC meeting I would like to discuss the upcoming roundtable, answer any questions, and hear your thoughts on these issues.

**Cataloging Update**

* We’ve started adding a series field called “Wonderbooks” to Wonderbook records so they are easier to find in the catalog. If you don’t see a series field in the record, please email [CatHelp@owlsnet.org](mailto:CatHelp@owlsnet.org) to request it be updated.
* John has started sending a monthly update to the Technical Services List Serv. If you didn’t get the August update and would like to be on that list, please let us know.