

**OWLSnet**  
**Administrative Advisory Committee Meeting**  
**Outagamie Waupaca Library System**  
**March 15, 2019**

Present: Michael Nitz, Tasha Saecker, Owen Anderson, Appleton; Eva Kozerski, Black Creek; Jamie Hein, Clintonville; Tabatha Yoder, Crivitz; Tina Kakuske (online), Linda Streyle, Door County; Stephanie Weber, Florence; Trisha Robinson, Fremont; Kay Rankel, Gillett; Allie Krause, Hortonville; Robyn Grove (online), Iola; Ashley Thiem-Menning, Kaukauna; Carol Petrina (online), Kewaunee; Steve Thiry, Kimberly/Little Chute; Nicole Lowery, Lakewood; Amy Peterson, Lena; Jennifer Thiele, Joanne Finnell (online), Marinette; Le Ann Hopp, Marion; Ann Hunt, New London; Tracy Vreeke, Lori Baumgart, NFLS; Kristin Laufenberg, Oconto; Joan Denis, Oconto Falls; Adrianna Pelky, Kymberley Pelky, Oneida; Dave Bacon, Evan Bend, Amanda Lee, Chad Glamann (online), Bradley Shipp, Liz Kauth, Debbie White (online), John Wisneski, OWLS; Sue Vater Olsen, Scandinavia; Elizabeth Timmins, Seymour; Kristie Hauer (online), Shawano; Shay Foxenberg, Shiocton; Jill Trochta, Suring; Peg Burington, Waupaca; Kelly Kneisler (online), Weyauwega.

1. Meeting called to order at 9:35am, introductions were made.
2. The minutes of the January meeting were approved.
  - a. One adjustment was made prior to approval; all 3 system boards must approve *changes to bylaws NOT decisions*.
3. The AAC ground rules were reviewed.
4. Announcements
  - a. Ashley is officially the new director of Kaukauna, a month earlier than planned as Tony retired early.
  - b. Upcoming CE
    - i. Multiple Webinars, see [www.newibraries.org](http://www.newibraries.org)
    - ii. CCBC April 10<sup>th</sup> at the Appleton Public Library
  - c. Beth shared two updates with Amanda prior to AAC
    - i. APL has 3 test accounts for Boopsie, the vendor who develops and maintains the APL app. They have been doing testing and placing holds on materials throughout OWLSnet. Beth has been trying to catch these before they get picked or placed in transit, but if a hold with the last name "Boopsie" comes up at your library please feel free to cancel them.
    - ii. PLSR steering committee has delivered their final report to the State Superintendent. DPI will handle all PLSR-related communications going forward.
  - d. Peg announced Waupaca's Assistant Director Emily welcomed a new baby.

- e. Sue brought excess office supplies from SCA, first come first serve.
  - f. Dave shared that the NFLS office is closed today due to the local flooding.
5. The Staff Report was shared with AAC members prior to today's meeting.
- a. Changes and Additions
    - i. Evan shared that the Libby handout is not ready as it stated in the report. Sample copies of the current draft are available for you to review. He is looking for input to help find a balance between instruction and marketing. Interfaces change frequently and can become outdate quickly, and therefor he is working on a companion website to go with it, which is much easier to update.
  - b. Questions
6. Introduce AAC Agenda changes/experiment
- a. To try to make better use of everyone's time and expertise OWLSnet is making changes to AAC to hopefully facilitate more discussion and do less informing. Updates and information will be presented in the staff report or pushed out as it is relevant.

7. Give update on Print Management proposal

Discussion: Dave shared that they are considering a new high-end product. While it is more expensive it is also much more expandable.

Action Items: An email will be sent out with updates and details soon.

Questions: None

Decisions: N/A

8. Recommend revision of Resource Sharing policy to allow Lucky Day collections

Discussion: Beth submitted that she would like to keep the "all" that has been stroke from the statement in the policy. There were a few others in favor keeping the "all" but a general agreement in the room to strike it as planned.

Action Items: Voting on recommending a revision to the resource sharing policy to allow lucky day collection to the OWLS Board.

Questions: None

Decisions: Action item passed. Noted that Scandinavia and Suring abstained from voting. Algoma was absent and did not vote.

9. Adopt a preliminary Lucky Day procedure

Discussion: A preliminary procedure was proposed since it is difficult to test this collection without actual items. The main concerns the procedure addressed were how it will be monitored, and the patron holds ratio. Amanda asked the group if this was enough to get started. No one objected. The procedure will be brought back to AAC as it evolves, so that everyone will have a chance to make suggestions to amend. Interest was shown by APL, WAU, SEY, MAR, KIM-LIT, ONE, LAK, OCO, OCF, FPL and WEY.

Action Items: Preliminary procedure adoption. There is consensus to move forward and will be brought back at May's AAC meeting.

Questions:

It is planned that OWLS will run a report and let libraries know if they are out of compliance.

Eva had concerns about moving a copy in and out of lucky day. Some thought will need to be given to smaller libraries that typically only purchase one copy.

Tracy asked when this will take effect. Bradley responded that the OWLS Board will vote at their next meeting (3/21/19) and it will be immediate if passed. Any library that is interested can get in touch with Amanda. We will put a process in place, as we do not want to implement multiple libraries all at once.

Decisions: If the OWLS board passes the Resource Sharing Policy revision, Amanda and Molly will begin working with libraries using these preliminary guidelines and bring them back to AAC as necessary.

10. Discuss libraries' local procedures for expiring patrons in order to potentially change the wording of the form letter

Discussion: It was determined that none of the libraries require their patrons to physically come in, they can call to renew their card. OWLS libraries update patron records annually, and NFLS is ok with that being stated even if they are on a different timetable. It was suggested that we state why we are updating annually. Using statements like "In order to keep our records current" or "needs to be confirmed."

Action Items: From the support shown and feedback gathered, Amanda will send out a draft via email and gather input before implementing in the next week or two.

Questions: None

Decisions: Change the wording that asks patrons to visit the library to renew.

#### 11. Discuss challenges to circulation

Discussion: With circs of physical materials being generally down, a brainstorming activity was conducted to come up with ideas to turn statistics around. A full list is attached to these minutes. Some ideas highlighted during discussion include;

Overriding Limits - Limits are beneficial, they help ensure resource sharing is equitable. But it's also important to serve the person in front of us, and to use your judgement. That being considered, if you're constantly overriding, then the policy should be changed. If limits are increased, a shortened bill cycle would be helpful, so that smaller libraries have materials on their shelves.

Community Outreach – Ann would like to work with her local Meals on Wheels to deliver books as well. Peg has found that sending books to schools via an institutional card is more effective than teacher cards, because it takes the responsibility off the individual teacher. Black Creek has been able to do holds based on curriculum for home schooled families. Offering Infosoup tutorial classes is hit or miss, try targeting a group in your community or going to the schools. Getting staff out in the community at events, joining groups, or on the radio is key to building new relationships.

Fine Free – About 8 libraries have considered fine free or have already tried it. Kristin commented that going fine free has brought back some patrons and keeps new patrons coming in.

Action Items: OWLS will investigate the suggestions. Please submit a proposal if there is something specific that you want to move forward with. We will also discuss outreach within the next few meetings.

Questions: None

Decisions: N/A

#### 12. Solicit feedback on NOW Consortium Bylaws and Grievance and Noncompliance Policy

Discussion: Winnefox is not ready to decide on resource sharing, there will be no exploration committee meetings in March or April. The committee voted to recommend the bylaws and grievance and noncompliance policy to AAC and All WALS. The conflict of interest language has not been voted on yet. This is the last call for feedback on bylaws and noncompliance and grievance, as we will likely be

voting at the May AAC meeting. If you have questions, go to your NFLS and OWLS committee members as a resource. Going forward, if the exploration committee can't come to an agreement on resource sharing by May/June, then we will conclude the ILS merger exploration.

Action Items: Vote at the next AAC meeting.

Questions: None

Decisions: N/A

13. Final remarks included was a reminder from Evan to let us know if you need a resupply of any brochures or other marketing materials. OWLS Libraries can pick up their Summer Library Program materials following the meeting. Amanda asked for feedback on the new format. Overall there seem to be a general feeling of success, and appreciation of having the Staff Report prior to the meeting. Please email Amanda if you have any comments.

The meeting adjourned at 11:34am.