OWLSnet Administrative Advisory Committee Meeting
Online via GoToMeeting – 17 May 2024

Present: Cathy Kolbeck, Algoma; Tasha Saecker, Owen Anderson, Nicole Casner, Appleton; Rachel Hitt, Black Creek; Jamie Hein, Clintonville; Rebecca Buchmann, Shauwn Rosendale, Morgan Mann, Dominic Frandrup, Door County; Steph Weber, Florence; Melissa Krause, Fremont; Shannon Stoner, Gillett; Allie Krause, Hortonville; Robyn Grove, Iola; Ashley Thiem-Menning, Kaukauna; Carol Petrina, Kewaunee; Holly Selwitschka, Kimberly; Katie Essermann, Lakewood; April de La Ruelle, Lena; Megan Kloeckner, Little Chute; Sue Vater Olsen, Manawa; Le Ann Hopp, Marion; Ann Hunt, New London; Lori Baumgart, John Kronenburg, Tracy Vreeke, NFLS; Amy Peterson, Oconto; Rachel Pascoe, Oconto Falls; Amanda Lee, Molly Komp, Bryan Durkee, Debbie White, Danielle Kramer, OWLS; Meredith Miller, Scandinavia; Elizabeth Timmins, Seymour; Nancy Bell, Shawano County; Michaela Woodward, Shiocton; Jill Trochta, Suring; Eric Bailey, Waupaca; Kelly Kneisler, Weyauwega

1. **Call to Order and Introductions**
   The meeting was called to order at 9:30am; Amanda took attendance.
2. **AAC Ground Rules & online meeting etiquette**
3. **Minutes of the 15 March 2024 AAC meeting were approved.**
4. **Announcements**
   - Amy Commers has left Marinette County; Lara Lakari is currently acting as interim director.
   - There are two new branch managers in Door County: Jen Bacall at Forestville and Dixie Jorns at Washington Island. Welcome! *(announced by Rebecca Buchmann)*
   - The Library Road Trip starts next Friday! Road Trip kits have been sent out; please let Chad Glamann know if you haven't received yours. Lori also encourages everyone to be very active on social media with it. *(announced by Lori Baumgart)*

5. **Defer review of OWLSnet Fees formula to 2025**

   AAC has agreed to review the OWLSnet Fees formula every 3-5 years. It's been three years since our last formula review. There is a lot of changing network infrastructure and deferring to 2025 would allow more time to examine the financial ramifications of said changes.

   We will convene a committee later this year or early next year to begin the formula review discussion.

6. **Training initiatives and Niche Academy**

Molly Komp showcased her progress in establishing a training program, including the development of a Primary Onboarding Checklist and a virtual tour of Niche Academy. She is available to train staff in-person.

Primary Onboarding Checklist

Molly Komp presented progress on a general list of categories and topics that could or would be covered when training new staff. Moving forward she will create role-specific training lists from the primary list. She is asking for feedback, as it's still in development, so please e-mail her regarding anything you think should be added or adjusted.

- Rebecca Buchmann (DCL) suggested separate lists for NFLS and OWLS, but the primary checklist is meant to be very general and shouldn't get that specific. The NFLS marketing is also currently in the process of migrating to WordPress, which will help eliminate some disparities.
- Morgan Mann (DCL)'s suggestion of adding names of Niche Academy courses that could be applicable to topics and categories on the Checklist will be implemented.

Niche Academy

Niche Academy is a company specifically designed to cater to libraries to train library staff. The collection of courses we create and cultivate is called OWLSnet Staff Academy.

- Directors currently have permission to assign courses to their staff members.
- Molly will create a running list or Google Doc of courses available.
- A Best Practice of communicating new and updated courses was briefly explored—an e-mail regarding new material or quarterly e-mails were suggested. No decisions were made.
- Molly plans to offer in-depth training for directors interested in creating their own content. Until the training has been offered, library directors do not yet have content creation permissions within Niche.

7. **Teen Grow Up Procedure Discussion**

A survey was sent out after the last AAC meeting to determine how we would like to proceed. From the results, a suggested procedure was constructed. Libraries still need to consult with their legal counsel and construct an official local procedure. The patron type "Teen 16 and 17" is already set up and ready for use.

- There is no canned report in CARL that will pull lists of patrons imminently reaching 16 years of age, so OWLS will run and send a monthly report to the libraries.

- A couple libraries requested the development of a hand-out and/or letter template to explain the privacy statue. OWLS will work with Chad Glamann to create a handout; at this time libraries can create their own letter template.

8. **Lucky Day Ratio and Procedure**

   AAC voted to allow Lucky Day collections in the September 2019 meeting, but agreement on a ratio was never reached. The procedures agreed to in 2019 say the ratio was 5:1, but that the Lucky Day libraries would experiment. Most Lucky Day libraries are using a ratio of 7:1. There will be a vote at July's meeting to determine if we should keep the ratio of local holds to circulating copies in the procedure (5:1) or if we should change it (7:1).

   Today's meeting revealed great confusion regarding how many items may be placed on Lucky Day, so the Resource Sharing Policy must be reviewed and clarified. Amanda will draft a policy revision and send it to the Resource Sharing Committee before bringing it back to AAC.

9. **Vote to Remove Hoopla Records from Infosoup**

   Resounding vote to remove Hoopla records from Infosoup.

10. **Vote to Approve 2% Increase in 2025 OWLS Fees**

    - The OWLSnet budget will balance without a 2% increase, but we would be unable to start any new projects or services.

    Unanimous vote to increase the 2025 OWLS fees.