

OWLSnet Administrative Advisory Committee Meeting

Door County Library, Sturgeon Bay

July 16, 1999

Present: Kathy Beck, Vicki Lenz, Michael Nitz, Appleton; Carol Luepke, Bonduel; Robyn Grove, Iola; Sue Grosshuesch, Kewaunee; Barbara Wentzel, Kimberly/Little Chute; Ellen Connor, Manawa; Nancy Krei, Marinette; Ann Hunt, New London; Mark Merrifield, Jody Parworth, NFLS; Peg Murphy, Oconto; Jeanne Waschbisch, Oconto Falls; Kathy Whitt, Seymour; Mike Hille, Shawano; Becca Berger, Joe Clabots, Judy Ellenbecker, Sturgeon Bay; Peggy Slicer, Tigerton; Kristen Anderson, Waupaca; Lucie Erickson, Weyauwega; Alene Newcomb, Wittenberg; Patty Hankey, Kathy Houlihan, Rick Krumwiede, Barbara Strauss, OWLS.

1. The meeting came to order at 9:40 a.m.

The following brief comments were made during introductions:

Barbara Strauss, OWLS, had an assortment of giveaways for anyone who shared what additional features they would like OWLSnet to provide.

Kathy Houlihan, OWLS, passed the yellow OWLSnet Directory around the room for proofreading. There was a request to add the offline libraries to the directory.

Jeanne Waschbisch, Oconto Falls, reported that they now have a 2nd Internet station.

Robyn Grove, Iola, reported on the fire in Iola. There was no damage to the library, but the fire prompted checking on insurance and it was found the library is underinsured.

2. Minutes of May 21, 1999 meeting

Mark Merrifield noted that Carrie Gardner's name was misspelled on page 6, number 8. The minutes were then accepted.

3. Brief reports

o a. Implementation update: Suring, Peshtigo, Aurora, Birnamwood, Gillett, and Lena

SUR - starting circulation on July 27.

GIL - patron registration training on August 2.

PES - patron registration training on August 5, starting holds/picklist on August 12.

AUR - hopes to open the public library during the summer.

BIR - there is a commitment from the village to go forward with OWLSnet automation. The next step is to meet with the school board to see what support is available for the school.

LEN - OWLSnet installation has been completed. Barcode training will start on August 12th.

CRI and WAS - will be assessed this fall after the legislature rules on TEACH T-1 lines.

o b. Status of the authority control project

The authority control project is at a standstill because of a software problem. CRC hasn't been able to determine the problem, but the Y2K upgrade may solve the problem.

o c. Status of Geac upgrade (version 2.6 and Y2K)

The upgrade will not be before mid-August. As soon as the date is scheduled, libraries will be informed. The system will probably be down two days.

- **d. Status of technology plan approval process**
Rick checked the DPI website that was revised on July 14. Twelve OWLS libraries had approved and posted technology plans. NFLS reported that all their technology plans were sent in and were pending approval.
- **e. Announcement of the new cataloger**
On Monday, August 16, Holly Otts will start as OWLS full-time cataloger. She will work with the staff in Appleton Technical Services to provide cataloging services to OWLSnet member libraries and for APL. Holly will graduate from UW-Milwaukee with an MLIS degree in December. Before coming to OWLS, she worked as a cataloger at Lawrence University.
- **f. Revisions of OWLSnet "contact" charts and the "Do Not Reserve" chart**
These updated charts were distributed. If you need more copies, please contact Vicki Hammen or Kathy Houlihan.
- **g. CL-CAT messages to indicate hot keys or function keys**
Barbara Strauss changed all Internet catalogs to display the hot keys instead of function keys. F1, which is needed, is the only function key displayed. Patrons like the change and it eliminates the problem of not being able to see the hot keys while using telnet software over the Internet. Barbara is working on other messages that are not consistent. Let Barbara know if you notice messages that have changed or are inconsistent, or wrong.
- **h. Other**
How to determine if a title with no holdings is new or being withdrawn Check the LAD (last bibliographic activity date). If the date is less than 4 months, it is being added to the database. If the date is more than 4 months, it is on the way out and is ready to be deleted.

Budget

Rick Krumwiede pointed out that the Legislative is at a budget standstill. There are two version of the budget -- Assembly and Senate versions. Libraries should be interested in supporting the senate version, which has an additional \$2,000,000 for library systems, compared to the assembly version, which has an additional \$500,000 for system aids.

ILL Lender/Borrower Statistics

The number of items shared continues to grow. This year's total may reach between 172,000 to 173,000.

Purchase on Demand Report

Michael Nitz provided a summary of the purchases made with OWLS funding for the purchase on demand project. The summary shows that there are many more nonfiction items purchased than expected and fewer best sellers and videos.

Average length of a hold

A study done by APL found 80% of holds were filled in a week.

Two upcoming workshops

- Working with Library Boards at the Waupaca Public Library on August 25 from 9:00 a.m.-4:15 p.m.
- The Art of Listening: Skills to Enhance Workplace Communication at the Waupaca Public Library on September 22 from 9:30 a.m.-4:15 p.m.

Internet filtering in libraries

A question was asked about what is being done about Internet filtering in

libraries. Mark and Rick responded that there have been workshops with Carrie Gardner and much information is available to understand the issues. There is also legislation pending that may force the filtering issue.

4. **Spreadsheets with consolidated item statistical categories for monthly circulation statistics**

OWLS has created an Excel spreadsheet that member libraries can use to create a monthly report of circulation for items with different item statistical categories. Appleton, New London, and Sturgeon Bay will test it before it will be available for all members to use. Check the OWLS website for information.

5. **Updating of membership agreements**

Rick indicated that he is working on the OWLSnet agreements, some of which expire this year. You can expect to hear from him this fall about the agreements.

6. **Idea from "publib listserv" for fine amnesty at public libraries in January 2000.**

ALA has a feeler out to see if public libraries support offering fine amnesty in January 2000. Some of the AAC members felt a month was too long and that 2001 would be a better time when the new millennium begins. If ALA backs nationwide amnesty in January 2000, OWLSnet may participate.

7. **Other business**

Barbara Strauss, Kristen Anderson, Lori Burgess and Michael Nitz attended ALA. They reported on the other library automation systems that they looked at, including Innovative Interfaces, Sirsi, Gaylord and new Geac components. This fall the process will begin to evaluate automation systems. There will be more discussion in months to come.

Beth Carpenter will speak at the Internet Librarian Conference in San Diego in early November.

8. **Next meeting**

The next meeting will be at the Weyauwega Public Library on September 17, 1999 at 9:30 a.m.

OWLSnet Users Group Meeting

July 16, 1999

Sub PCs

Low end PCs are adequate for web browsers. OWLS and NFLS are in the process of evaluating the machines. NFLS and APL have ordered "Webster" by Microworks. OWLS will make sub PC recommendations at the system meeting in August.

Claims Returned

Questions raised on using claims returned were discussed. It was the consensus that the library working with the patron should use claims returned processing and that the owning library assumes the cost of unresolved claims returned items. All libraries will receive a claims returned report at least every other week.

CD-ROMs/online reference tools in CL-CAT

The question was raised about how reference tools that are in paper, CD-ROM and online forms should be represented in the catalog. There was discussion about cataloging materials that are paid for vs. materials that are available free on the Web. The consensus was that we need a program to explore the issues and a group to work on the OWLSnet approach to the questions.

Awaiting Pickup item

Barbara is going to investigate what can show on a patron's account in CL-CAT. Now when patrons check their holds, they see "trapped" instead of "awaiting pickup". RESULT: Geac said that we found a problem; the status cannot be awaiting pickup.

TEACH T1-lines decision

Barbara said that TEACH T-1 lines for branch libraries might get caught up in the filtering bill in the state budget deliberations.

The meeting adjourned at 2:00 p.m.