

**OWLSnet
Administrative Advisory Committee Meeting
Outagamie Waupaca Library System
September 21, 2007**

Present: Rita Schiesser, Algoma; Kathy Beck, Kris Kipping, Brian Kopetsky, Vicki Lenz, Michael Nitz, Appleton; Kathy Mitchell, Clintonville; Becky McBride, Mary Seggelink, Florence; Susan O’Leary, Fremont; Maggie Waggoner, Kaukauna; Susan Grosshuesch, Kathy Decker, Kewaunee; Pat Austin, Barbara Wentzel, Kimberly/Little Chute; Pam Ellingson, Lakewood; Jennifer Thiele, Lena; Ellen Connor, Manawa; Darla Dieck, Marion; Tim Dirks, Marinette; Ann Hunt, New London; Mark Merrifield, Terrie Howe, NFLS; Peg Murphy, Oconto; Joan Denis, Oconto Falls; Beth Carpenter, Patty Hankey, Rick Krumwiede, Holly Ledvina, Gerri Moeller, OWLS; Elizabeth Timmins, Seymour; Sue Vater Olsen, Scandinavia; Sharrie Schweitzer, Shawano; Becca Berger, Joe Clabots, Linda Streyle, Sturgeon Bay; Ann Ammerman, Suring; Peg Burington, Waupaca; Kristi Pennebecker, Weyauwega.

1. Call to order

The meeting came to order at 9:40 a.m. at the Appleton Public library. Rick started by stating the two rules of discourse for AAC meetings – please wait to be recognized before speaking and only one person should speak at a time.

A stack of books arrived in a tub at the Shawano library without any ownership marks. Unfortunately, no one claimed them, so they were returned to Shawano.

The minutes of the July 13th meeting were corrected. Apparently, Peg Murphy and Joan Denis did indeed *not* attend the meeting twice. Otherwise, the minutes stand as presented.

2. Announcements

- Several state hearings have been held proposed legislation regarding the release of library records and video surveillance. Unfortunately, the focus of the legislation is on the video surveillance issue, and not the accompanying issue of release of library records for other purposes. However, the bill’s author has agreed to consider other changes to patron privacy laws after the video surveillance bill is passed.
- Membership agreements were distributed. Changes had previously been made to accommodate the planned collection agency implementation, but then the agreements were put on hold after the Attorney General’s decision, pending the change to the law. However, the agreements are now due and must be signed and returned by the end of the year. Libraries are asked to have the agreements read and signed at their next board meeting.
- We are retiring the last remnant of the migration – the MOVE list. Since it’s a useful list, and we’d like to keep using it, it has been renamed OWLSnetHelp. Multiple individuals are monitoring the list, so questions are often answered more quickly than if they were sent to a single person. Questions about InfoSoup and Millennium can be sent to this list, but if you have an urgent question, please call.

3. Information from OWLS and OWLSnet staff

- CircWorks/Tech Talks
 - The minutes for the August meeting will be posted soon. [Minutes have been posted since the AAC meeting.]

- Since the preference of the majority of attendees was for joint meetings, they will continue to be held together for now.
- PC Management Committee
 - All of the vendors have done online demonstrations of their software for committee members.
 - We are waiting for quotes from some of the vendors – they are a bit more complicated since we are asking them to quote two separate systems – one for OWLSnet and one for Brown County.
 - The committee will soon be meeting in person to discuss the products and quotes, and decide where to go from here. In-person demos and site visits are under consideration.
 - We contacted South Central Library System about Telus (now Library Online), their PC Management system. While it works well for them, a recent buy-out has caused some difficulties with communication and support. They did not have a sales rep to contact, and inquiries via their website went unanswered.
 - It isn't clear yet who would pay for the system. It will depend on the final cost. If the cost is low enough, it may be possible to pay for it entirely out of system funds. If not, libraries may need to contribute to the cost.
- Network Update
 - OWLS and NFLS have applied for LSTA grants to help fund wireless Internet access in member libraries.
 - Many libraries are still experiencing problems with inadequate bandwidth. We have increased bandwidth from OWLS to the Internet, but the pipe is still full during the busiest parts of the day. There should be TEACH money in the state budget to upgrade the bandwidth in member libraries, but we are being urged to budget for additional bandwidth, as there aren't likely to be enough funds available to support anticipated needs. There is money in the OWLSnet budget for additional bandwidth, but we'll be waiting for the state response before committing these funds. We expect bandwidth to continue to be an issue for the foreseeable future as patrons regularly use Internet services that require more and more bandwidth.
 - New programmable switches have been purchased for all OWLSnet member libraries and will be installed by the end of the year. They enable network connections to be segregated into three segments – staff, public and guest (wireless). This allows us to give priority to staff computers and ensure that Millennium will continue to run even during times of high Internet usage. Some downtime will be required during switch installation; the amount of downtime will vary depending on the complexity of the installation.
- InfoSoup Development Update
 - Yeah, InfoSoup! InfoSoup won the 2007 WLA Media & Technology Section (MATS) Webbies award for Best Reference Website.
 - If you need super size InfoSoup cards, please contact Beth. The first one (or replacement of a damaged one) is free. Additional cards are about \$18.
 - So far, we've only had one picture submitted for the Library Card Sign-up Month photo pool. If you have pictures, please submit them!
 - If you have ideas for developing InfoSoup, especially the Research Tools, book lists, reader's advisory, etc., please contact Beth.
 - OWLS has submitted an LSTA grant in the Innovative Use of Technology category. The grant proposal would allow OWLS to acquire hardware and software for the

- system and its member libraries to create podcasts, vodcasts, and screencasts for library patrons.
- Cataloging staff are working on cleaning up DVD television program records so that the results fall together nicely in the catalog. However, we can't fix what we can't find! If you have a television program that doesn't display well, let Holly know.
 - Acquisitions update
 - Six libraries attended Acquisitions camp - Kimberly-Little Chute, Waupaca, Kaukauna, Seymour, Oconto and Black Creek. Thanks to Ann Hunt from New London and Michael Nitz, Mary Campbell and Linda Muench from Appleton for presenting most of the content.
 - What did libraries think? According to Barb Wentzel, "It was overwhelming but doable." Peg Burington thinks it will be great for tracking. Peg from Oconto thinks it will greatly simplify her currently numerous spreadsheets.
 - Libraries that are working on implementing Acquisitions should feel free to contact Linda and Mary from APL with questions.
 - Circulation update
 - Libraries have been using offline circ as Dave installs the new switches, and this has been working very well. We haven't experienced any problems with offline circ during this time.
 - We've had only positive comments about the reports that are being emailed. It's been helpful at the OWLS office as well, as it takes a lot less time. It's been taking longer than expected to convert each report, but we're continuing to make progress. Please remember to delete the reports regularly, as they are quite large and will exceed your email quota fairly quickly.
 - The vote to not bill each other for long overdue items (checked out at other libraries) did not pass. While more than 2/3 of the libraries voted to discontinue billing, 2/3 of the fee shares did not. The issue remains problematic, but clearly the concerns of the larger libraries will need to be addressed before any change can be made. Therefore, OWLS staff will talk to the libraries that voted no to see if there are any other proposals that they would be willing to endorse. We'll report back on this at the next AAC meeting.
 - The policy and procedures for assigning home agency have been updated based on the last AAC meeting. Libraries may require a patron to re-register if they have moved and are now using the library where they live, or if they primarily use one library but have another library as their home agency.
 - The OWLSnet contacts list is not quite finished – more signatures will be collected at this meeting, and other libraries will be contacted as needed.
 - Unfortunately, Gerri has not been clearing the hold shelf every Wednesday at 4 PM as promised. It's only been done once, and that time it was clear that not every library was clearing their holdshelf on a regular basis. It will be resumed, well, when Gerri can get to it.
 - One of the reasons that the holdshelf is not being cleared every Wednesday at 4 PM is that the hiring process has not been successful. OWLS is still looking to hire a librarian with an MLS, because we feel it's appropriate for the position. We will be re-opening the search soon.
 - We discussed the audiobook handouts ([circulation by format](#) and [circulation by ltype](#)). This was in response to requests on a recent OWLS survey for more info on collection development.

- Cataloging update
 - We discussed information in the volume field of the item record. It's important that information be placed in this field when necessary, but not added when unnecessary.
 - Do not put any information in the volume field if all of the items attached to the bib are identical. Example:
Full Metal Alchemist 1, b15587794
If volume information is placed in the volume field of the item record, it forces all holds on this title to be item holds. Information about the volume can be placed in the call number field (after the call number) without causing problems.
 - If the items attached to the bib are **not** identical, then volume information is required. Example:
Fruits Basket, b1510087x
If no volume information is placed in the item record, patrons and staff will be unable to tell what the item is. It is the volume information in this case which identifies it.
Hint: volume information is required if the Description field begins with v.

4. Decisions – consensus or vote

- **We agreed that the 2008 AAC meeting dates will be:
Jan 18th, March 14th, May 16th, September 19th and November 14th**

5. Discussion

- Emailing the AAC minutes works well for everyone. We'll continue this practice. AAC minutes will no longer be mailed after the meeting.
- Circulating Playaways
 - The bib record states that batteries and headphones come with the Playaway.
 - This was discussed at the Circ Works/Tech Talks meeting, and we agreed there to recommend that batteries and headphones not be circulated with the Playaway, but that batteries and headphones may be made available for purchase (headphones at \$1 apiece) at the library's discretion.
 - While not many libraries currently circulate these, many are considering it, and we'd rather agree to do it alike now and make our patrons' and staffs' lives easier.
 - This will be up for decision at the next AAC meeting.
- Pop-up messages at checkout are a problem with selfcheck machines – both Millennium selfcheck and 3M (and probably all of the others as well.) They stop the circulation transaction and force the patron to move to the circulation desk. Labels don't do this, but our current placement of labels is not consistent. Should we make the labels consistent?
 - We did agree not to put popup messages on items if they are for only one item; for example, check for one disc.
 - There were recommendations for getting rid of popups altogether, for placing labels in the same place, and for using the same labels (and of the same color.)
 - There was also a recommendation to make a decision about labels and label placement (and possibly popups) retroactive. This is something that we rarely do, but because the labels and popups can be so problematic at checkout, we should consider this.
 - At the next meeting, we'll work on deciding label placement, label type and color, and the status of popup messages. We'll also discuss whether or not to make any of

these changes retroactive – meaning libraries would need to work on converting old materials.

- Note: if we do decide to get rid of all popups, that can be done at the system office. Libraries would not need to manually edit each item record with a popup.

- Proposed Loan Rule Changes

- Some libraries did not want to change any of the loan rules – they felt it was too soon.
 - However, all libraries seemed to agree that two renewals for everything would be acceptable, as well as simpler.
 - We did not appear to have consensus on changing the checkout period for music. In fact, we agreed that there were enough different opinions that even a vote was unlikely to pass. Therefore, we agreed to stay with a 28 day checkout for music. The two renewals would also apply to music.
 - At the next AAC meeting, we will propose that all items (with the exception of ILL) be given 2 renewals.
 - CD Roms are now 14 days with 1 renewal. Because there aren't a lot of CD-ROMs, and because circulation is not high, Gerri proposed merging these into the book loan rules. The Itypes would remain (and statistics would still be available), but they would simply circ like books.
 - Some libraries have started to circulate video games, and it is likely there will be more interest in the future, especially with the gaming projects that OWLS and NFLS are planning. APL is also exploring video games. The libraries that do circ video games do so under the software Itype, since they don't have their own category.
 - At the next meeting, we'll plan to discuss video game circulation in libraries.
- Should we block on the 2nd overdue notice? Currently, patrons aren't blocked until they owe over \$5 or have received a bill. We could also block on the 2nd overdue, although it might be confusing at times, since the 2nd overdue notices aren't sent to all patrons, and they are generated on different schedules for videos and other materials.
 - There appeared to be a lot of support for this issue. At the next AAC meeting, we'll plan to make a decision on blocking patrons on the second overdue.

6. Other Business

- A suggestion was made to increase the interlibrary loan fines. Some of these seem very low. Perhaps it would be possible to set them alike?

7. Meeting was adjourned at 1:35 p.m.