

**OWLSnet
Administrative Advisory Committee Meeting
Waupaca Area Public Library
May 17, 2002**

Present: Ann Schmitz, Algoma; Vicki Lenz, Michael Nitz, Tony Wiczorek, Appleton; Karen Dickman, Birnamwood; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Mary Seggelink, Florence; Carolyn Habeck, Hortonville; Robyn Grove, Iola; Craig Lahm, Kaukauna; Susan Grosshuesch, Kewaunee; Lea Ann Pillath, Lena; Barbara Wentzel, Kimberly/Little Chute; Ellen Connor, Manawa; Nancy Krei, Marinette; Lisa Hein, Marion; Ann Hunt, New London; Terrie Howe, Mark Merrifield, NFLS; Peg Murphy, Oconto; Jeanne Waschbisch, Oconto Falls; Dorothy Youngblood, Scandinavia; Bryan McCormick, Seymour; Phyllis Habeck, Mike Hille, Shawano; Becca Berger, Joe Clabots, Judy Ellenbecker, Sturgeon Bay; Jerry Brown, Peg Burington, Ruth Hoppe, Waupaca; Lucie Erickson, Weyauwega; Alene Newcomb, Wittenberg; Patty Hankey, Kathy Houlihan, Rick Krumwiede, Barbara Strauss, OWLS.

1. Call to order and introductions

The meeting came to order at 9:30 a.m.

2. Minutes of January 18, 2002 meeting

The minutes were accepted as distributed.

3. Brief reports

a. Geac news

Re-scoping the database and re-indexing has been completed.

Juvenile collections work is being done. Scripts are being run to change items by scat to juvenile collections.

The next Geac upgrade will be on May 23 from 6:00 to 8:00 a.m. Most of the changes in this upgrade will be for the Circulation Client that is used by New London, and preparing for the next version of GeoWeb and the NEW*Cat* upgrade.

b. Patron Purge

Starting late in May, OWLS will do an annual patron purge. The same criteria (no fines, bills, stops, circulating items, claims returned items) as last year will be used for P and J patrons. Patron records that are expired for three years or more (01/01/1999) without the criteria exceptions will be deleted. Each library will be contacted before their purge and will be able to request a statistical report or the statistical report plus a list of the deleted patrons.

c. Other

Door prize contest: A CD player was awarded to Peg Burington for being the closest to guessing the number (33) of OWLSnet libraries currently using email notification.

Collection statistics for 2001: A Collection Measures Report for OWLS and NFLS counties was distributed. The reports aggregates by county a number of collection related measures from 2001 state annual reports, e.g., quantity of various materials owned, collection expenditures.

Error in adding NetLibrary records to the database: Some of the NetLibrary records for Project Gutenberg titles added to the database recently overlaid existing records including books, puppets, kits, pamphlets, etc. This error is in the process of being corrected. Libraries are encouraged to consider weeding older items. The Project Gutenberg titles are classics that are in the public domain, so multiple users can use these titles simultaneously.

Task Force on Legislation and Funding

Becca Burger reported on the State Superintendent's Task Force on Legislation and Funding. Preliminary proposed legislation would include a requirement that libraries be open 25 hours per week, secure a certified staff person for 10 of those hours, and maintain a book budget of \$3,300 per year to belong to a system. This would take affect in 2006. Also being recommended is a requirement that by 2007 library systems would need to represent a minimum population of 300,000 or include four counties. Language to permit library districts is also under discussion. The task force is reacting to papers prepared by DLTCL staff. These are available on the DLTCL website.

4. Discussion on 2003 OWLSnet fees

Next year's fees will set by the OWLS Board at their June meeting. Because of the current budget situation, the increase will be limited to 2%.

5. Imbalance of Resource Sharing

A handout summarizing 2001 ILL lending and borrowing was distributed. The number of items loaned continues to grow and may reach 280,000 by this year. The imbalance between the two systems also continues to grow. There was discussion on the following as possible steps to improve or compensate for the imbalance: a) changing the order of agencies in hold messaging to clear branches and counties first, b) increase delivery within NFLS, c) enhance one NFLS library's collection (e.g., Door County) to fill more requests within NFLS, d) NFLS pay additional fees to OWLS. There was no clear consensus among the NFLS librarians. NFLS office will review delivery options, and NFLS librarians will discuss this issue at a system meeting.

6. Email Notification

Thirty-three agencies are participating in email notification. Appleton reported that about 1/3 of their notices are being emailed. Appleton has a sign up page on their website. Although the form indicates sign up is for Appleton Public Library patrons, patrons from other libraries are signing up. It was the consensus that Appleton should go ahead and start email notification for other-agency-patrons and let the home agency libraries know with patron record update forms.

Libraries that wish to start email notification are sent a report of the email addresses that have been entered to date for their patrons. An initial message can be sent to invite patron participation, and libraries are supplied OWLSnet Email Address Request forms for patron sign up. When patrons request email notification, the email address is entered in the patron's record, the email notice flag is set to "Y" and an "E" is placed after the patron's phone number.

There was a request to revise the patron registration form—move the email line to the front of the card and place the driver's license line on the back of the card. There was discussion on whether to use town or township in the place of residency section.

Emailing an early reminder that books are coming due would be a good patron service and will be investigated.

If your library is not using your shadow email account (agynot), please let Barbara Strauss know and it will be discontinued.

7. Procedures for re-registering patrons and changing patron records

The current guidelines should be followed for patron registration. Patrons must register at their home agency library. Changing a patron barcode (changing to key card, damaged card, etc.) is a re-registration and must be done by the home agency library. OWLSnet cards in good condition can be reused when patrons are changing home agency. The barcode number is written on the new registration form and the previous home agency is notified with a patron record update form indicating that the old and current barcode is the same. Add "reusing barcode" in the notes on the patron record update form.

OWLS staff can produce a list of patrons who have graduated in age from juvenile to adult, but the patron category and stat cat in their record did not get changed. If your agency would like a report, please indicate the age at which a juvenile becomes an adult patron.

It was the consensus that expired and delinquent patrons should be able to renew items and place holds. These patrons would be stopped at the circulation desk.

8. Synchronizing *NEWCat* and CL-CAT so that the default pickup agency is the same.

In *NEWCat* the patron's home agency is the default, whereas, in CL-CAT the terminal agency is the default. There was a consensus that the default pickup agency should be the same (home agency) for both *NEWCat* and CL-CAT.

9. Spine Labels Generated from PLUS

There was a handout reviewing the procedure for printing spine labels. Items have to be added before labels can be printed. Checkout newly entered items to technical services until the items are ready to circulate so they do not show up in hold messaging.

OWLS can help with configuration but cannot support printer jams, etc. The continuous feed dot matrix printers work the best for printing labels. OWLS has a few of these available for OWLS libraries. Contact Holly Otts if you are interested in printing spine labels.

10. Next meeting

Barbara Strauss will not be available for the July meeting so the next meeting will be moved to August 2, 2002 at 9:30 at the Birnamwood Branch Library.

The meeting adjourned at 1:40 p.m.

OWLSnet Users Group Meeting
May 17, 2002

1. *Should there be a uniform circulation period for videos?* No, each library wants to decide its own video circulation period.
2. *Why do some patrons have their holds filled out of order for high demand items?* When new items are entered in the database, they need to be checked in to trap for the next hold in the queue. If the item is added, but not checked in, the status will be “on shelf” and the next hold placed will go into Hold Messaging. Please check in items after adding them to the database so holds are filled in date-placed order.
3. *What should libraries do with an item dropped in the book drop that is “not on file” at checkin, but has a barcode and ownership stamp from another OWLSnet library?* Please return the item to the owning library.
4. *Routing errors.* Please fill out routing slips correctly. WSH is for the code for Washington Island and WAS is the code for Wausaukee. There continues to be a lot of routing errors between these two agencies.

The meeting adjourned at 2:00 p.m.