

**OWLSnet**  
**Administrative Advisory Committee Meeting**  
**Outagamie Waupaca Library System**  
**May 20, 2005**

Present: Rita Schiesser, Algoma; Vicki Lenz, Michael Nitz, Meg Shriver, Mary Van Lieshout, Martin Swenson, Appleton; Valerie Husom, Black Creek; Kathy Mitchell, Clintonville; Mary Seggelink, Florence; Susan O'Leary, Fremont; Kay Rankel, Gillett; Carolyn Habeck, Hortonville; Robyn Grove, Iola; Debbie Meixensperger, Kaukauna; Susan Grosshuesch, Kewaunee; Barbara Wentzel, Kimberly/Little Chute; Pam Ellingson, Lakewood; Ellen Connor, Manawa; Tim Dirks, Sandra Hipke, Marinette; Lisa Hein, Marion; Ann Hunt, New London; Mark Merrifield, NFLS; Jeanne Waschbisch, Oconto Falls; Peg Murphy, Oconto; Kim Siebers, Oneida; Evan Bend, Patty Hankey, Judy Hocking, Rick Krumwiede, Holly Ledvina, Gerri Moeller, OWLS; Sue Vater Olsen, Scandinavia; Elizabeth Timmins, Seymour; Mike Hille, Shawano; Becca Berger, Joe Clabots, Sturgeon Bay; Maggie Waggoner, Suring; Peg Burington, Ruth Hoppe, Waupaca; Krisann Dailey, Lucie Erickson, Weyauwega; Alene Newcomb, Wittenburg.

1. Call to Order

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

Introductions

All attendees introduced themselves. Martin Swenson, the new APL cataloger, and Valerie Husom, the new director at BCL, were introduced.

2. Minutes of the March 18, 2005 Meeting

The minutes were accepted as distributed.

3. Announcements

- The 2006 membership fees for OWLSnet have been set and have been left at the 2005 levels.
- State Budget
  - The Joint Finance Committee has not yet considered the DPI budget so there was little to report. The WLA's lobbyist recently contacted offices of the Joint Finance Committee members to poll them on support for the Governor's budget recommendation on library system aids. At this time there are not enough votes to keep the Governor's recommendation in the budget, and many committee members reported that they had not had any constituent contacts about this issue. Rick and Mark Merrifield encouraged contacting Joint Finance members. Rick also handed out an article from the Journal –Sentinel online regarding the maintenance of effort requirement for public libraries.
- Badgernet Upgrade
  - During the upcoming Badgernet upgrade, all current Teach lines will be replaced. After the upgrade, all the libraries in the network will be on lines that have scaleable bandwidth which is reconfigurable and more flexible.
  - The upgrade implementation schedule has not yet been announced.

- Stricter environmental requirements have been announced for the upgrade. These requirements include an isolated electrical circuit at each agency and a 4X4 sheet of plywood mounted for the connections. OWLS has requested pre-installation visits this summer to see if the changes are needed. Dave is planning to visit each agency to assist in the pre-installation visit.
4. Old Items
- Attachment notes
    - All notes on videos asking that tabs on DVD cases and the bottoms of video cases be checked have been removed.
  - Films are now Audiobooks
    - Loan category 7 (formerly films) has been changed to Audiobooks.
    - In order to make sure that audiobooks check out for the correct period of time, lending parameters for the new audiobook category have been set to match the lending parameters for most library materials (loan category 1.)
    - Charles has generated a list of the over 38,000 audiobooks in the system and Holly has been double checking the list for errors. Once the list has been checked, Charles can run a script to change all the audiobooks to Loan category 7.
    - By unanimous decision from all attending AAC, **OWLS should change the audiobooks to loan category 7 as soon as possible.** (All audiobooks have now been changed to loan category 7, with the exception of APL juvenile audiobooks which remain in loan category 2 – children’s materials.)
    - Agencies should contact OWLS if the loan parameters for loan category 7 need to be changed from the category 1 default, if any templates need to be changed, and if there are any other questions about the audiobook change. This change does not affect collections, only loan category.
    - **All new audiobooks should now be coded with loan category 7.**
5. New Items
- MOVE
    - Contract status
      - § The Steering Committee met May 10th to discuss options to be included in the software from Innovative. Options to be included are:
        - Patron Advanced Programming Interface which allows Innovative to work communicate patron data with third party software like Envisionware (and other PC management software) and Overdrive
        - Spanish OPAC
        - Additional SCAT table
        - Collection Agency Interface
        - SIP2 Interfaces—for third party self-check machines
        - Multiple Accounting and Serials Checkout modules
        - WebBridge—Open URL Resolver that allows links to full text articles
        - Remote Patron Authentication
        - Additional Training Courses for ILS administrators
        - Custom Programming for a purchase alert by agency report. This will take approximately 12 months to complete.
        - Enhanced Content

- InnView Validation Services (for authority control)
- § Not included are:
  - FRBR—because it is not ready yet.
  - Ecommerce—not ready for consortia and there would be many policy issues to discuss.
- § The Steering Committee assigned priorities to the options.
- § Mark and Rick met to discuss cost sharing.
  - It was decided that the cost would be split on the same basis used for splitting OWLSnet operating costs between the systems—OWLS 44% and NIC 56%—which is based on the number of libraries in each system as well as other factors.
- § Gerri contacted Innovative and asked for a final quote based on the options the Steering Committee requested. The final quote came in slightly less than expected and very close to our anticipated budget.
- § Innovative has been very agreeable and seems motivated to make this sale. The contract is less complex and has less convoluted language than the responses to the RFP.
- § On May 19<sup>th</sup>, the OWLS Board authorized the signing of the contract contingent on attorney approval.
- Calendar
  - § Gerri handed out a proposed calendar for the migration. The schedule has yet to be discussed in detail with Innovative, so all dates are very tentative and subject to change. So, with all of the caveats firmly in place, here it is:
    - June 2005 – contract signed.
    - August 2005 – server installed.
    - August to November 2005 (3 months) – data profiling.
    - November 2005 – live acquisitions (APL).
    - December 2005 – Innovative trains the trainers in cataloging and circulation.
    - December to February 2006 – OWLSnet librarians trained on cataloging and circulation.
    - January 2006 – Live cataloging. Note: Live cataloging is planned to begin three weeks prior to live circulation. No new materials will be added to Geac after live cataloging begins.
    - February 2006 – Live circulation. Ideally, this would occur the week of February 22<sup>nd</sup>.
    - March to April 2006 – Live serials. OWLSnet trainers to make agency visits to provide serials training and follow-up cataloging training.
    - Summer 2006 – live acquisitions for all other libraries that choose to use the acquisitions module.
  - § Prior to migration as much data cleanup as possible will be done. The new loan category for audiobooks is a big part of that cleanup. Agencies will not need to allocate much time for this cleanup because most of the changes will be done by OWLS designed scripts. Primarily, OWLSnet

librarians will need to be involved in thinking about how items are entered and shelved and collected. The migration will involve a major change in data and how it is coded.

- Scanners and receipt printers
  - § The scanners now being used will work with the new system.
  - § The receipt printers now being used might not work properly with the new system. Until OWLS has the new server installed for testing, it is not clear what the problems may be. It appears that the printers may print just fine, though they may not cut. Dave believes he can find a way to make the printers work as before. If any agency is interested in budgeting for new receipt printers, contact OWLS for prices.
- Rumor control
  - § Recently, OWLSnet staff was inadvertently sent an email intended for a patron, in which the patron was told that limits on holds would be going away with the new system. This isn't true. The limit isn't due to the Geac system, but is a decision that was made by AAC. Also, there have been no discussions about removing the limit on holds.
  - § Please be careful about promising patrons fancy new features. It's best to under-promise and over-deliver.
  - § As discussed at the last AAC meeting, it is best to ask for patrons' patience concerning the changes with the new system rather than promising them that everything will be wonderful once OWLSnet has migrated to the new system.
- Michael and Gerri went to the Innovative Users Group in San Francisco and reported that it was a fine experience with lots of energy, great ideas and classes. Next year the conference will be in Denver. The inaugural Wisconsin/Illinois Innovative Users Group (WILIUG) meeting is in Kenosha on June 2. Several OWLS staff members are attending this year's meeting. Next year's meeting is in Illinois and OWLSnet members are encouraged to attend.
- Training discussion
  - § OWLS is working on a plan for training everyone on the new system. Questions concerning training were asked of the group attending: Can you come to APL for training? Can you shut your library down if you have training at your agency? What about getting together with other agencies in your county or area for training at a central location? Would a demo training session followed by hands-on training later work? Is anyone interested in being a trainer? (A number of individuals volunteered... or were volunteered.)
  - § General consensus was for hands-on training.
  - § Door County Library has a lab with six laptops that might be useful for training. Becca will check and get back to Gerri on this.
  - § Circulation training needs to be as close as possible to the go-live date.
  - § The number of people being trained at one time should be limited.
  - § OPAC training is important as well so staff will be able to train the public.
  - § Online training may be available from Innovative. Agencies requested notification of any online training.

§ Anyone else with training suggestions, volunteer trainers or questions about training, please contact Judy or Gerri at OWLS.

- OWLSnet Directory
  - Evan gave a demo of the new online OWLSnet directory.
  - The directory: <http://www.owls.lib.wi.us/owlsnet/dir.asp> can be accessed from the link on the OWLSnet home page <http://www.owls.lib.wi.us/owlsnet/owlsnet.htm>.
  - The contact names for each agency are email links.
  - Contact Patty at OWLS with any changes or updates.
  - OWLS will send out copies of the directory to anyone who requests one. Email Gerri if you would like a printed copy of the directory.
  - The directory can be printed in part or in full from the website. OWLS will send out a notice when all agencies have sent in their updates and the directory is ready for printing.
  - **Note:** Use Internet Explorer when printing the entire directory. A bug causes Firefox to crash during printing.
- Lending Conformity
  - At the last OWLS Directors meeting, OWLS directors agreed to start working toward conformity in lending.
  - **Proposal made and accepted to poll OWLS and NFLS directors on opinions on conformity.**
- July AAC Meeting
  - **Proposed and accepted to cancel the July AAC meeting.**
  - Mark recommended that future meetings, during this complicated migration process, be held at OWLS. The September 23<sup>rd</sup> meeting will be at OWLS as scheduled.
  - Starting in September, the meeting schedule will continue every other month until further notification. OWLS will announce the upcoming dates at the next AAC meeting.
- Check is in the mail (or on the van)
  - Please do not send any checks or cash on the van.
  - The Walco contract states that they are not liable for any money or valuables.
- Barcode issues
  - There has been some question about the policy of barcode placement.
  - **Agreed: All books should be barcoded on the outside back cover, with placement on the top of the back cover preferred.**
  - Reminder: Please replace any patron or item barcodes that partially scan repeatedly. They will only cause continued problems until they are replaced.
- Circulating items prior to release date
  - Circulating new items before the published release date could result in sanctions against the purchasing library by the publishers.
  - Publishers Weekly has an on sale calendar that lists most of the on sale dates. (Note: The Publishers Weekly on sale calendar is no longer available to non-subscribers.)
  - Baker and Taylor also has a weekly mailing that lists on sale dates: [http://www.btol.com/pdfs/how\\_onsale.pdf](http://www.btol.com/pdfs/how_onsale.pdf)

§ This site is not always comprehensive.

- The release date for DVD's is in the MARC record.
    - **AAC agreed that new items should not be put in transit before the release date.**
  - Community Cards
    - APL's community cards for patrons with no permanent address are being switched from the I patron category to the unused F patron category. The cards have a limit of 2 checkouts at APL and 0 checkouts at other agencies. Any agency wishing to change the checkouts for this category should contact Judy at OWLS.
  - OWLSnet Policies
    - OWLS is working on gathering all officially accepted policies and preparing a comprehensive policy list.
6. Other Business
- Item Record Definition
    - Please update the Item Record Definition sheets that were handed out at the March 18, 2005 AAC meeting and return them to Judy at OWLS. These are the sheets that list the collection, call number, scat, item format and loan category for the agency. Contact Judy if you need another copy of this information.
  - Waupaca is running another Instant Winner promotion. The Instant Winner note is a pop-up on certain WAU items.
7. Adjournment
- The business meeting was adjourned at 11:50 a.m.

**OWLSnet Users Group Meeting  
May 20, 2005**

- Holds discussion
  - Do agencies allow holds to be picked up by family members?
    - § Yes, if the family member asks for the hold. Agencies verify with teenagers and parents that this is acceptable.
    - § Agencies do not require the card of the patron with the hold.
      - The new system will allow for linked patrons which will make it easier to verify that patrons can pick up holds and easier to check awaiting holds for linked patrons.
    - § Allowing family members to pick up holds has not caused many problems. There are more problems if agencies don't allow family members to pick up holds.
- Patron registration card discussion
  - It was requested that patron registration cards have more space for the parent's printed name.
  - Policy should state that a parent signs the card.
  - The cards need more space for the email address.
  - Some items on the back of the card, i.e. school, can be removed to make room.
  - Cards should remain the same size.

- The new card should be customized to fit the registration requirements of the new system. A checkbox for picture taken should be included.

The Users Group Meeting adjourned at noon.