

OWLSnet Administrative Advisory Committee Meeting

Nicolet Federated Library System

November 13, 1998

Present: Ann Schmitz, Algoma; Kathy Beck, Michael Nitz, Appleton; Kathy Mitchell, Clintonville; Kathy Coppock, Florence; Carolyn Habeck, Hortonville; Elizabeth Berkholtz, Iola; Craig Lahm, Kaukauna; Sally Kitson, Keshena; Linda Vogel, Kewaunee; Pam Ellingson, Lakewood; Ellen Connor, Manawa; Nancy Krei, Marinette; Ellen Rineck, Sharon Stuhr, Marion; Terrie Howe, Mark Merrifield, Anne Miller, Jody Parworth, NFLS; Dwaine Konshak, Oconto; Jeanne Waschbisch, Oconto Falls; Karen Kuhn, Oneida; Mike Hille, Shawano; Becca Berger, Joe Clabots, Sturgeon Bay; Janet Ronnbach, Superior Public Library; Peggy Slicer, Tigerton; Lucie Erickson, Weyauwega; Alene Newcomb, Wittenberg; Beth Carpenter, Rick Krumwiede, Barbara Strauss, Kathy Houlihan, OWLS.

1. The meeting came to order at 9:40 a.m.
2. The minutes of the October 16, 1998 meeting were approved.
3. **Brief reports**
 - o **a. Status of network members**

Barbara Strauss, OWLS, is working on database cleanup and setting up the new libraries.

Kathy Beck, Appleton Technical Services, is working on database cleanup.

Becca Burger, Sturgeon Bay, said they are working on the database. Sturgeon Bay has a webpage under construction. The problem of Sturgeon Bay's storage books not showing up on the picklist is being corrected. Southern Door County High School has expressed an interest in a school/public library combination.

Michael Nitz, Appleton Technical Services, reported on the fast-track purchase program to acquire additional copies of best sellers and other high demand materials. Sixteen titles were identified and 45 copies were ordered. The Appleton City Council approved the library budget. Michael announced that Vicki Lenz was hired as Maggie Ernst's replacement. Vicki will be starting January 4.

Jody Parworth, NFLS, is working on changing the system hold indicator to "Y" for the Door County Storage and Bookvan collections. She also visited Kewaunee to help configure computers.

Elizabeth Berkholtz reported that the Iola Public Library is in the process of looking at either purchasing or leasing some PCs to replace dumb terminals. Elizabeth announced that this would be her last AAC meeting, since she is retiring from the library at the end of December.

Linda Vogel, Kewaunee, said they were having a problem with two of their computers.

Alene Newcomb said it was the one-year anniversary of circulation at Wittenberg.

Nancy Krei reported that Marinette's budget was passed. Money will be available in 1999 for user licenses for Wausaukee and Crivitz. They have started barcoding new items for Peshtigo.

Dwaine Konshak, Oconto, reported that their budget increase would allow for another full time position. Oconto has received eight 486 PCs from UPS (Bruce Wilber), which will be used in the children's room.

Beth Carpenter, OWLS, continues to work on the OWLS web site. Beth had a handout for changing the DNS settings for anyone having trouble accessing OWLS web site. Only those using an OWLSnet connection for Internet access need to change the DNS settings. Do not change the DNS settings if you already have a T1 line.

Carolyn Habeck reported that, with the help of Beth Carpenter, she created a webpage for Hortonville Public Library.

Terrie Howe, NFLS, will have training for Badgerlink in five locations. Look for the announcement.

Anne Miller, NFLS, said the annual Nicolet ILL meeting is coming up on December 4th.

Craig Lahm reported that Kaukauna's T1 line would be installed in the afternoon.

Joe Clabots, Sturgeon Bay, continues to work on database cleanup and the inventory backlog.

Jeanne Waschbisch, Oconto Falls, reported that their budget was passed. Jeanne said they were weeding their children's collection.

Kathy Mitchell, Clintonville, is a member of the School Technology Committee. They are also shifting their collections.

Kathy Coppock, Florence, indicated that progress is being made on the construction of the Hillcrest Elementary School.

Jane Ronnbach, Superior Public Library, is visiting OWLS to find out more about OWLSnet and how the consortium works. Northern Waters Library System and Superior Public Library are trying to decide if they should form a consortium.

Lucie Erickson, Weyauwega, reported that they are starting a CD music collection, and they are waiting for their T1 line.

Ellen Connor, Manawa, said their budget passed, which will allow a 13% increase in salaries. Manawa is waiting for their T1 line. She reported that their public PCs get heavy use.

Mark Merrifield, NFLS, reported that their T1 line had been installed at 8:00 a.m. (11/13/98). Mark offered to allow other libraries to piggyback on NFLS's PC purchasing program; contact him for further information. Lena and Gillett asked their County Board for an automation grant; the proposal was supported by a patron from the community. The County Board agreed to fund the proposal. Although NFLS offers an incentive, it does not cover the entire cost of automating each library. Mark stressed the importance of promoting Badgerlink. Public support is needed for Badgerlink to be continued after the pilot project period.

Karen Kuhn, Oneida, said the Internet is being used more than ever. Oneida has an after-school program offering snacks and help with homework. Karen announced the festivities to honor the 30th anniversary of the library. Karen started working at the Oneida High School library 20 hours a week.

Sally Kitson, Keshena, is planning on adding a branch in Neopit. Keshena offers a children's story hour in the evening.

- **b. Implementation update: Peshtigo and Suring** Barbara Strauss and Dave Bacon visited the Peshtigo and Suring sites. After telecommunication installation and setting up collections, Peshtigo will start entering items in the database. Suring has a T1 line from their Internet provider, which will allow database entry in December, before all the equipment is installed. Contracts have been prepared for Lena and Gillett; work will begin on those sites after the holidays.
- **c. Status of the TEACH line installation** Rick has received all the quotes for T1 lines to all sites; decisions must now be made. The quotes indicate that the cost is very high for non-TEACH subsidized lines. The cost for 30 TEACH eligible T1 lines is \$36,000/year, while the cost of 13 TEACH non-eligible T1 lines is \$100,000/year. After completing the T1 installations at the eligible sites, OWLS will go ahead and work on the TEACH non-eligible sites.
- **d. Other**
 - **DLCL budget request**
Rick Krumwiede and Mark Merrifield will work together to prepare information for the libraries on how to lobby your state representatives for passage of an advantageous DLCL budget. Rick will make the draft letter available.
 - **Update on system purchase of additional items that are in demand**
Phase II of the fast-track program has been worked out for the purchase of videos and CDs. APL is purchasing non-print materials that appear on the system-wide purchase alert report. Each library receives a purchase alerts in e-mailed every Wednesday. If the purchase alert for your library is always zero, you can ask Barbara Strauss to change the ratio of holds to local copies owned.
 - **Double-window envelopes**
There was a delay in the order for double-window envelopes, because the window was off and had to be redesigned. The envelopes are now in production.
 - **Wisconsin Library Technology Strategic Plan**
A copy of the plan will be mailed to all public libraries. This is the statewide plan developed from the technology conference earlier in the year.
 - **Interlibrary Loan Lender/Borrower Statistics and annual reports**
Rick estimates that by the end of December 138,000 items will have been shared among consortium members -- an all time record! He also observed that there is not a wide gap in statistics, when comparing OWLS libraries and NFLS libraries. The report each library receives after January 1 will be organized by agency; Rick will also run reports for consolidated county libraries.
 - **Billing totals explained**
Some bills have been confusing because the total amount owed on the bill is less than the amount owed online. The reason for this is because we bill by owning library. The bill indicates the total amount owed to the library that generated the bill and does not include amounts owed to other libraries.

- Search Shelves Overdue Report
This report will give libraries the opportunity to check the price of all of their items before billing. If libraries check the price from overdue notices, items circulated by other libraries will be missed. If you would like to start receiving these reports, please contact Barbara Strauss.
 - Internet login
A copy of the current Internet login screen was distributed. Changes will be made to this screen by January 1. The general owlsnet login will be eliminated and all patrons will select a library login from a list. An Internet use report will be generated for each library and we are trying to activate a script that counts the number of holds placed in CL-CAT.
 - Giveaway
Barbara Strauss had a copy of Ghost Stories to give away. Jeanne Waschbisch, Oconto Falls, received the copy because her birthday (October 31) was the closest to Halloween.
4. Resource sharing policy Rick reviewed the revisions made to the proposed Resource Sharing Policy resulting from discussion at the October meeting. In order for a vote to pass, OWLSnet bylaws require "yes" votes from two-thirds of the member libraries (21) and two-thirds of the user licenses held (163). However, the bylaws need further clarification on voting procedures, e.g., proxies.

A vote was taken on the Resource Sharing Committee's proposal to recommend the OWLSnet Resource Sharing Policy to the OWLS Board for adoption. The proposal passed with 23 members, holding 200 user licenses, voting "yes" and 2 members, holding 20 user licenses, voting "no."

The new policy will start January 1, 1999. Libraries may use systemwide holds if restrictions are placed only on the allowed exceptions, which are:

- AV equipment
- Art prints
- Toys
- Artifacts

There were a number of questions raised during the discussion:

QUESTION: Does this policy pertain to reference materials?

ANSWER: This policy addresses circulating items only.

Q: Is this policy agency specific?

A: Yes

Q: If Door Co. libraries (e.g.) restricted something, is it all or nothing with regard to the policy?

A: Yes. The libraries that restrict circulating materials must rely on their local collections first all the time.

Q: How will this policy be enforced?

A: First, OWLS staff will work with each library to make a choice on which option they will use. Parameters will be set to facilitate that choice. OWLS staff will monitor the progress.

Q: Can OWLS staff work with consolidated counties to monitor staff practices?

A: Yes

Q: If a library chooses to restrict some materials, are there changes with their picklist?
A: They will get a daily picklist, but will also get an Old Title Holds Report to use as a picklist for local holds from the previous day. (NOTE: Picklists do not pick up local holds).

Q: What is the disadvantage of choosing to restrict materials?
A: Choosing to restrict materials means that your patrons will be restricted from getting materials from other libraries if your library owns copies of the same item. This is the "price to be paid" for restricting materials.

Q: If a library restricts 1 or 2 items, does that mean all things are restricted?
A: Yes. This is in part how the committee arrived at this policy. OWLS is relieving some of the pressure for new items by purchasing additional copies, as identified on the system-wide purchase alert. Also, staff at all libraries are encouraged to send purchase requests to the email address (newbooks@owls.lib.wi.us)

Q: What items can a library restrict without violating this policy?
A: The consensus was: art prints, AV equipment, toys and artifacts.

Q: How are the items listed above marked?
A: "Local Use" stickers will be distributed and should be placed on items that can only be circulated locally.

Q: If libraries all buy the same materials, how can it be efficient to move these materials from library to library?
A: While there is overlap in what libraries purchase, there are different materials purchased at each library that enhance the diversity of the OWLSnet database.

Q: Is there a third category of materials? Items on which no holds can be placed (such as browsing collections)?
A: The group working on the policy was not able to reconcile that category. We should encourage patrons to place holds as an improvement in service.

Q: Is this a question of equity among libraries?
A: This is a question of fairness about sharing circulating materials.

Q: How does FLO school deal with professional curriculum materials that are class related?
A: This can be handled as an exception. The policy tries to address general circulating materials, especially materials in demand.

Q: What happens to libraries that do not comply?
A: OWLS staff will work with libraries to guide them toward one choice or the other. System parameters will be set to facilitate this.

Q: When will this policy start?
A: January 1, 1999

Other comments and concerns:

- MAN was doing local holds, but changed to doing system holds. It is easier for staff to handle.
- Purchase alerts for each agency take into account the number of copies/hold, but not the travel time to move among libraries.

- Some librarians expressed hope that people are not going to play games with this policy.
 - 5. Delivery codes for Brown County libraries
A new list of delivery codes was distributed. The changes include:
 - Brown County Central CEN
 - Brown County East EST
 - Brown County SW SWT
 - Wrightstown WRI
 - 6. Discussion about expanding patron statistical categories
Several libraries have requested an expansion of patron statistical categories so that they can keep statistical data for patrons who live elsewhere, but own property in their area. During the discussion, it became obvious that libraries are not assigning scats in the same way. OWLS staff will prepare a revised list of scats for the next AAC meeting. This expansion can be done in several ways:
 - expand/duplicate the statistical categories for the entire list of patron statistical categories
 - expand/duplicate the statistical categories for some agencies
 - neither of these solutions addresses the case where a patron lives within our 10 county area and has vacation property within the 10 county area
 - 7. The next meeting will be January 15, 1999 at 9:30 a.m. at the Muehl Public Library in Seymour. The majority recommended an AAC meeting every other month. NFLS has a system meeting every other month and OWLS may wish to have a system meeting. The new schedule of AAC meetings in 1999 is:
 - January 15, Seymour
 - March 19, Oneida
 - May 21, Kimberly
 - July 16, Sturgeon Bay
 - September 17, Black Creek
 - November 12, Appleton
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A Century of Good Books

Barbara Strauss had a handout of an article in Library Journal about a list of the 100 best novels of the century. Barbara suggested having an OWLSnet best books of the 20th Century list, which could be put on the bulletin board and OWLS web site. Libraries should submit their lists to Barbara by January 15.

Demonstration of OWLS webpage

Beth Carpenter demonstrated the OWLS webpage. Beth was able to give a good overview of the OWLS webpage in spite of Badgerlink being down.

Patron signatures

It has been the experience that BIC pilot pens write better than some on the OWLSnet cards.

Patron Record Update Forms

Please send the home agency an update form when changes have been made to a patron's record. If the address has been changed, the stat cat should also be checked/changed. The library sending the update form makes the changes on the computer record. If your library issues a new card to a patron from another library, have the patron register at your library and send an update form to the previous home agency.

Are your videos rewind

Some libraries charge the patron if a video is returned without being rewind. These patrons complain when they receive videos that are not rewind.

The meeting adjourned at 3:00 p.m.