

OWLSnet Administrative Advisory Committee Meeting

Nicolet Federated Library System

January 15, 1999

Present: Ann Schmitz, Algoma; Maggie Ernst, Vicki Lenz, Michael Nitz, Appleton; Diane Wendt, Black Creek; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Mary Seggelink, Florence; Eleanore Danforth, Green Earth; Carolyn Habeck, Hortonville; Robyn Grove, Iola; Craig Lahm, Kaukauna; Sue Grosshuesch, Kewaunee; Ellen Connor, Manawa; Nancy Krei, Marinette; Ellen Rineck, Sharon Stuhr, Marion; Janet Reidenbach, New London; Mark Merrifield, NFLS; Dwaine Konshak, Oconto; Jeanne Waschbisch, Oconto Falls; Karen Kuhn, Oneida; Kathy Whitt, Seymour; Mike Hille, Shawano; Becky Rickel, Shiocton; Becca Berger, Joe Clabots, Sturgeon Bay; Kristen Anderson, Waupaca; Lucie Erickson, Weyauwega; Rick Krumwiede, Barbara Strauss, OWLS.

1. The meeting came to order at 9:35 a.m.
2. The minutes of the November 13, 1998 meeting were approved.
3. **Brief reports**
 - o **a. Status of network members**

Mark Merrifield, NFLS, reported on a meeting with the OWLS staff and a linked systems initiative with Brown County Library, efforts to automate the rest of the offline NFLS libraries. The Database Committee will meet next week to choose resources beyond BadgerLink. Your legislators need to know if BadgerLink is important to libraries and patrons. The Governor's budget will be a major factor in continuing the state contracts for reference databases. A librarian was hired for the Gillett Public Library.

Vicki Lenz was introduced as the new Circulation Supervisor at APL. Michael Nitz said that APL is no longer using the term "Chosen for purchase..." in bib records on order. The bibliographic file is ready to go to Library Technologies, Inc. for authority control processing.

Diane Wendt, BCL, said they purchased two Internet PCs.

Craig Lahm, KAU, said that they have abandoned WebTV in favor of workstations now that the T1 lines are in. A new collection of 75 CD-ROMs will be available soon.

Ellen Connor, MAN, said the T1 line was installed, as well as an Internet staff workstation. Their webpage is available online. They have been weeding the collection and put their pamphlets file into OWLSnet.

Lucie Erickson, WEY, has started to use the ILL checkout procedure in OWLSnet.

Kristen Anderson, WAU, said they are doing an inventory. They also started to use the ILL checkout procedure in OWLSnet.

Jeanne Waschbisch, OCF, said they received a \$2,000 donation to buy children's books and audiocassettes. They are also weeding the collection.

Mary Seggelink, FLO, indicated that they are getting 10 PCs in the library. They are also working on a website.

Sue Grosshuesch, KEW, and Ann Schmitz, ALG, had nothing to report.

Kathy Whitt, SEY, said they converted their wiring to Cat5. She gave away plastic bookends at the meeting.

Becky Rickel, SHI, indicated that she is having problems with her Board and the state statutes.

Kathy Mitchell, CPL, said the T1 line was installed. They did an inventory of AV materials and were only missing 13 items. They are purchasing a new PC.

Barbara Wentzel, KIM/LIT, said that Cat5 wiring is being installed at Little Chute. KIM is purchasing additional PCs for the public.

Robyn Grove, IVL, said she had been the director now for two weeks. They will convert their wiring to Cat5 soon. They installed automatic doors in the library. They are purchasing 2 new PCs.

Ellen Rineck, MAR, said the T1 line was installed. They replaced their public Internet PC with a new one.

Carolyn Habeck, HPL, had nothing to report.

Janet Reidenbach, NLP, said that since Barbara Wheeler moved to Denver, she has been the acting director. Two other staff members resigned recently.

Nancy Krei, MRT, said they purchased a reader/printer. She asked that Dave help with the Telnet settings on one public PC.

Dwaine Konshak, OCO, indicated that with his resignation this was his last meeting. They are purchasing 2 new Internet PCs.

Mike Hille, SHA, indicated that they changed their resource sharing practices to the standard practice. They received a \$50,000 donation, which will be used to purchase PCs, a reader/printer and to renovate the video area.

Carol Luepke, BON, said she ordered a receipt printer.

Eleanor Danforth, ON2, talked about two recent programs at the library (mothers & children, and a crocheting class).

Karen Kuhn, ONE, said the library is accepting appointments for tax preparation again. Two staff members are going to early childhood development classes. They received a grant to upgrade 3 PCs and a reader/printer. They are still having problems in postscripts on the Xerox printer. They are weeding the adult nonfiction. Karen is also assigned to work in the high school library -- working on Internet access for students.

Joe Clabots, STR, indicated that he is still working on the inventory backlog. He finished adding the art prints. The customers really like the catalog.

Rick Krumwiede, OWLS, said that he finally cleaned his office (to rounds of applause). Beth has made changes to the OWLS website, adding a search-the-site capability. The OWLS webserver is now hosting webpages for OWLS and NFLS libraries at no charge. Greta Thompson's daughter, Jen, had a baby boy.

- **b. Implementation update: Peshtigo and Suring**
Contracts have been prepared for Lena and Gillett; work will begin on those sites during the winter. We continue to wait for the installation of the Peshtigo telecommunications line. Peshtigo is weeding their collection. Suring is progressing with their barcoding. Mark and Rick will meet with Birnamwood (school/public) library to talk about OWLSnet membership.
- **c. Status of the TEACH line installation**
All T1 lines have been installed, which significantly improved Internet access at those sites. For libraries not eligible for TEACH lines, Rick described the situation. Without the TEACH underwriting, T1 lines are very expensive. Until the Legislature changes the rules on who can get TEACH lines, non-eligible libraries will have 64K lines. There are some exceptions for branch libraries that are very busy.
- **d. Update on expanded patron statistical categories**
The OWLSnet Patron Registration Manual is being revised to comply with Wisconsin Act 150. Kathy Houlihan created more statistical categories for all municipalities in counties that border the 10 county area. Some patrons will have to be re-assigned to more specific categories.

Rick is working on a revision of the borrower's card policy, addressing the issues of the "network sticker" and how to assign categories for resident vs. non-resident patrons. Rick will bring the policy to the next meeting for discussion.

Rick reported that Milwaukee County would enter into a reciprocal borrowing agreement with OWLS and NFLS, based on the draft language that Rick sent.

- **e. Internet connection clarification**
Rick explained that any library with a T1 connection to the OWLSnet network could install as many Internet workstations as they want. There are no additional charges, unless the workstation is dedicated to the catalog. Details are on the OWLS webpage.
- **f. Other**
 - Authority control: The database cleanup process is complete. We expect that the bibliographic database will go to Library Technologies, Inc. next week. While the database is out, the cataloging staff will have some limited editing capabilities. Libraries can still add or delete items and volumes. Records will be added to the database upon your request also.
 - WISCAT: Barbara reported that she had to extract and send the database to Brodart again, because they were unable to read some of the tapes that were prepared in November. This time the records (bibliographic and items) were sent over the Internet.
 - New OWLSnet login screen: Dave completed preparations of the new login screen, which requires the users to indicate a location by making choices from a menu. Each library will get statistical reports about catalog use over the Internet for their site.
 - Two-windowed envelopes: This project has been abandoned because the post office declared the model did not conform to regulation. Mike Hille indicated that they purchased other envelopes. Becky Rickel said she purchases stamped window envelopes from the post office. Contact her for details.

- Library Legislative Day: Library Legislative Day is February 9th. You can still register. Rick encouraged librarians to have their Boards endorse the WLA legislative agenda.
- Annual report statistics: OWLS staff are preparing the annual report statistics. This year additional reports will come, including an ILL summary for consolidated and combined libraries as legal entities. Rick also distributed collection statistics, which were based on 1997 data; he will revise them for 1998.
- Purchase Alert Reports: Barbara encouraged libraries to contact her if they want to lower the ratio of holds to copies owned that generates the purchase alerts.
- LIBS PLUS classes: Barbara indicated that there are several PLUS classes this spring that cover patron registration, circulation, cataloging and searching CL-CAT. Please encourage your staff to take them.

4. **Resource Sharing Policy**

There were no additional questions about the policy or its implementation.

5. **Linked System Project**

Rick described the state linked system project, which is designed to allow limited searching and placement of holds on neighboring public library system catalogs. OWLS and NFLS wrote letters of interest to participate in the project, although linking with the Brown County Library was a higher priority.

Rick talked about the joint meeting with the Brown County Library representatives to talk about creating a joint web-catalog. The Brown County Library decided to create their own web catalog, but looks forward to linking with our catalog through the linked systems project. At the meeting, it was agreed that when the Brown County Library web catalog comes up this spring, OWLSnet libraries would be able to search and place holds on their catalog. Both OWLSnet and the Brown County Library staff members need to get the patron barcode for their own library represented in the other patron database. Look for more information this spring.

6. **OWLSnet Bylaws Revision**

The OWLSnet libraries voted to change the bylaws to more clearly define the voting process.

7. **Next OWLSnet meeting**

The next meeting will be March 19, 1999 at 9:30 a.m. at the Oneida Community Library. Check the OWLSnet webpage for a location map. The new schedule of AAC meetings in 1999 is:

Date	Location
March 19	Oneida
May 21	Kimberly
July 16	Sturgeon Bay
September 17	Black Creek
November 12	Appleton

1. **Patron Statistical Categories**
Questions were asked about oddball patron statistical categories that show up on the monthly and annual reports. Let Barbara or Patty know which statistical category and a report will be printed, so the record can be corrected.
2. **TEACH Grants With CESAs**
CESA 8 received a grant of \$500,000. The public library part is for training and distance learning. Nancy Krei represents public libraries on the committees. CESA 7 received a grant also for hardware and training.
3. **Using Loan Category 4 vs. Changing the Date**
Pam Ellingson, LAK, asked that AAC revisit the discussion about coding item records as short loan compared to changing the date at the checkout counter. There still was no consensus to do this procedure in one way. There was some discussion about how to handle materials at the circulation desk, depending on whether the machine was a dumb terminal or a PC.
4. **OWLSnet Login Screen**
One question raised was about the need for the paragraph about logging in. Is that really needed? Other comments were that it was good and made sense.
5. **Telnet to the OWLSnet Catalog**
There is still confusion about getting from Appleton's webpage into OWLSnet. We recommend that PC users install a copy of NetTerm as the Telnet program for best results in viewing the OWLSnet catalog. Instructions for this are found on Appleton's webpage and on OWLS webpage. Please look at these, so that you can answer questions asked by your patrons.
6. **Telephone Books From Other Cities**
Telephone companies are no longer so generous with free telephone books outside the local area. They are free within our own area code. They can be quite expensive if purchased for other areas. You can also use the Internet phone sites on the APL Quick Ref page.
7. **Patron Purge**
A question was asked about having a uniform policy and procedure for purging patrons. A working group was formed to address this question. The group includes Ellen Connor, Carolyn Habeck, Rita Schiesser, Vicki Lenz, Kathy Houlihan and Barbara Strauss. They will give an update at the next meeting.

The meeting adjourned at 2:30 p.m.