

## OWLSnet Administrative Advisory Committee Meeting

James J. Siebers Memorial Library, Kimberly

May 21, 1999

Present: Lori Burgess, Vicki Lenz, Michael Nitz, Appleton; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Mary Seggelink, Florence; Carolyn Habeck, Hortonville; Craig Lahm, Kaukauna; Barbara Wentzel, Kimberly/Little Chute; Pam Ellingson, Lakewood; Lea Ann Pillath, Lena; Nancy Krei, Marinette; Ann Hunt, New London; Mark Merrifield, NFLS; Peggy Murphy, Oconto; Jeanne Waschbisch, Oconto Falls; Karen Kuhn, Oneida; Mike Hille, Shawano; Becca Berger, Joe Clabots, Judy Ellenbecker, Sturgeon Bay; Peggy Slicer, Tigerton; Kristen Anderson, Waupaca; Lucie Erickson, Weyauwega; Alene Newcomb, Wittenberg; Beth Carpenter, Patty Hankey, Kathy Houlihan, Rick Krumwiede, Barbara Strauss, OWLS.

1. The meeting came to order at 9:40 a.m.
2. **Minutes of March 19, 1999 meeting**

A question was raised on the request for libraries to enter the parent's name in the notes field for juvenile patrons. Although this has been an optional decision, many feel this information is needed for tracking patrons with a change of address/phone number. The minutes of the March 19, 1999 meeting were then approved.
3. **Brief reports**
  - o **a. Status of network members**

Mark Merrifield, NFLS, said the entire Wittenberg/Birnamwood school district would not be part of OWLSnet, but the Birnamwood school/public library project was moving forward with a proposal to join OWLSnet. Mark was a Wisconsin delegate at the national legislative day in Washington DC. He visited congressmen and senators and urged them to support the ALA legislative agenda, with respect to filtering the Internet, support for LSTA and other issues.

Lea Ann Pillath, Lena, was attending her first AAC meeting.

Mary Seggelink, Florence, said the local wiring for Aurora was taking longer than was expected. Barcoding is underway at Aurora, and fundraising for an addition to the Florence library continues.

Jeanne Waschbisch, Oconto Falls, reported that they are working on their technology plan.

Beth Carpenter, OWLS, distributed a sample sheet of an OWLS website addition, Sample Library Policies for the Small Public Library. OWLS is currently hosting six websites for OWLSnet libraries. Please call Beth if you are interested.

Pam Ellingson, Lakewood, reported that her technology plan was completed.

Ann Hunt, New London, reported that they have a Homepage on the OWLS server. The city purchased additional property next to the library for future expansion of the library. The school computers are expected in June or July.

Kathy Mitchell, Clintonville, reported that their technology plan has been approved. Their website is up and they have two new Internet computers and three new ones for staff. Some construction work is being done on their front entrance to make easier access.

Craig Lahm, Kaukauna, reported that he is participating with city officials and a cabling company on integrating the city network and the library network.

Karen Kuhn, Oneida, reported that they completed 1,015 tax returns this year. The final preparations are being made for their reading program. Some of the staff attended a technology training workshop. Brian has a grant for setting up staff training programs. After training, the staff will teach the patrons more about OWLSnet and the Internet. Brian is setting up Y2K community programs to be held at the library. These programs are to help people in case of a power outage, etc. The library's Annual Chicken Booyah, which will include a Star Quilt raffle, will be from 10:00 a.m. to 1:30 p.m. on May 29. Brian and Karen will soon be working on the Oneida Community Library website.

Barb Wentzel, Kimberly/Little Chute, said the staff would be working on video and CD security on the weekend. The salary issue has been resolved in favor of the staff. They invited Green Bay Online to do a workshop for the staff; it was excellent.

Vicki Lenz, Appleton, is working on their long-range plan and budget plan.

Becca Burger, Sturgeon Bay, is working on technology and long range plans. A TEACH grant will be used to purchase five laptop computers to make a "moveable lab. Doornet/Wiscnet will be ending, to be replaced by private Internet providers. This is a sign of success to have private industry flourish.

Nancy Krei, Marinette, said they had a board meeting and were paying bills on the day OWLSnet was down! Peshtigo has finished barcoding adult fiction and are now working on children's. They hope to start circulating to patrons by the end of August. Fundraising continues for Wausaukee and Crivitz. Nancy hopes that all branches are online by the end of 2000.

Rick Krumwiede, OWLS, reported on the downtime on May 19. A hard drive was lost. Fortunately, OWLS had a spare drive on hand. It took Geac a little time to configure the restore from Monday and the journaling tape from Tuesday. No data was lost. This was the first downtime since April 29, 1998.

Mike Hille, Shawano, reported that their AV section has been remodeled. Mark Merrifield was the speaker at their Friends group annual dinner.

Peggy Slicer, Tigerton, reported on road construction and lost of electricity due to the construction.

Carol Luepke, Bonduel, received their receipt printer. There is a mixed reaction from the patrons about receipts. Their building project continues with fundraising and looking for a site.

Alene Newcomb, Wittenberg, reported that Jan Atkinson, the Birnamwood school librarian, is very impressed with the system -- particularly printed overdue notices. Jan is trying to get the library board to come to Wittenberg for show and tell. Road construction caused power and telecommunication problems. With the help of Dave Bacon the library was up within a few hours, but the doctor's clinic was out until the next day.

Kristen Anderson, Waupaca, reported they finished their inventory of adult materials, which resulted in fixing errors and fewer missing items on their picklist. Their dialup account that had very low usage has been discontinued.

Lucie Erickson, Weyauwega, has finished the technology plan and is working on a web page.

Carolyn Habeck, Hortonville, revised their technology plan. Hortonville received \$450 from the West Fox Cities Lutheran Brotherhood, Branch 9005, which was used for a PC scanner. The library also received \$286.56 from the State of Wisconsin Unclaimed Property listing. Hortonville is also experiencing road construction again.

Patty Hankey, OWLS, said it was good to be at the meeting and put faces with the voices she hears on the phone.

Barbara Strauss, OWLS, visited 15 libraries with the Lost Charts. She plans to visit all libraries. The Lost Charts and reports will help manage local collections. She and Dave Bacon attended the State technology meeting for library systems. They heard speakers talk about the benefits of purchasing goods and services under the discounted state contracts -- libraries haven't discovered the benefits of these yet. They also heard plans for BadgerNet.

Rick Krumwiede, OWLS, reported on the results of the joint finance committee. The joint finance committee voted to fund BadgerLink; however, there will be no increase to system aides. The OWLS board agreed not to increase the membership fee for the year 2000. The OWLS board approved a new position for microcomputer support for the OWLS libraries.

Lori Burgess (newly married Lori Franz), Appleton Technical Services, asked for feedback on the new system Charles Ledvina has of emailing libraries when the records, requested with photocopies, were entered. The libraries said it was faster. Photocopies will still be returned, because some of the libraries need them for their records.

Michael Nitz, Appleton Technical Services, said the new technology coordinator, Patty Curthoys, is revising the technology plan. Michael distributed a sheet with information on the lesbian, gay, and bisexual photo exhibit, "A Shared Heart," being sponsored by the Appleton Public Library.

Judy Ellenbecker, Sturgeon Bay, said they have been circulating for a year and will soon have their c-flies done. They are working on changing patron records with scat 200. They will be doing an inventory after the c-fly cleanup.

Joe Clabots, Sturgeon Bay, is still working on backlog from their migration to OWLSnet. STR is trying to decide what to do about their local LAN to prepare for the year 2000. Joe also bought a new car and paid cash!

Peggy Murphy, the new director at Oconto, said she was glad to be on a shared system.

- **b. Implementation update:** Suring, Peshtigo, Aurora, Birnamwood, Gillett, and Lena

- Suring - starting holds/picklist on May 27.
- Peshtigo - continue barcoding, hope to circulate at the end of summer
- Aurora - collections have been defined, items are being barcoded
- Birnamwood - negotiations in progress
- Gillett - barcode training on May 24
- Lena - working on the installation
- **c. Status of telecommunication upgrades**  
All the TEACH lines have been installed. The 26 lines cost \$26,200 annually -- a significant saving over the previous configuration. OWLS' LSTA grant money is being used to upgrade memory in the telecommunications routers. Rick encouraged folks to contact their legislators to support getting subsidized T1 lines for branch libraries.
- **d. Status of the authority control project**  
Barbara Strauss indicated that the authority control project is halted because of a software problem. The bibliographic records were loaded and indexed. The authority records cannot be loaded until the problem is solved.

Lori Burgess explained that some headings will appear in duplicate or triplicate form -- once for the proper LCSH heading, secondly for the children's subject heading, and thirdly for a local (690) heading. Contact APL technical services with questions.

- **e. Status of Geac upgrade** (version 2.6 and Y2K)  
In August we will have a major system upgrade, which will prepare us for the year 2000. The system will probably be down about two days. There are four levels that need to be upgraded -- firmware, operating system, database manager and LIBS PLUS. Outside consultants will come in to work with Dave. Notice will be given to libraries in plenty of time.
- **f. Other**
  1. **Printing volume information on receipts**  
Several libraries have noticed discrepancies on checkout receipts for periodicals and other multi-volume items. Sometimes the title of the serial appears on the receipt and sometimes it doesn't.  
  
Due to a quirk in the software, we need to standardize the way information is put into the volume record by adding the serial title to the volume title field.
  2. **Status of new cataloger position**  
Two of the three candidates have been interviewed. The third one will be interviewed on May 28. The position will be filled this summer.
  3. **Revision sheets for Patron Registration Manual and Database Maintenance Manual**  
Revision sheets were distributed. Revision sheets were sent on the next van delivery to the libraries that were not present.
  4. **Revisions of OWLSnet "contact" charts and "Do Not Reserve" chart**  
OWLS is in the process of updating these charts. After passing the contact person charts around for updating, the question was raised in regard to using the library email address instead of a personal email address.
- 4. **PC software recommendations for security and virus protection**  
Dave Bacon and Terry Howe have been working on a standardized plan for security and virus protection. They recommend:
  - All PCs should have anti-virus software
  - NFLS will use a networked version of MacAfee

- OWLS will use Norton anti-virus
  - Security software
  - Fortress and Cooler are recommended for all public, networked and non-networked PCs
  - OWLS and NFLS will support these programs for use with Netscape and NetTerm
  - OWLS and NFLS will provide training in the use of Fortress and Cooler
  - Issues
  - NFLS libraries have already purchased the software
  - OWLS will make a group purchase after surveying the needs of members
  - In the future, when a PC is added to the OWLSnet network, there will be a small one-time connect charge to help cover the cost of software
5. **Is there a better way to place holds on periodical issues? Some ideas to discuss? Setting the hold indicator to NO. Using the Old Item Holds Report on a daily basis. Continue faxing requests?**  
Barbara distributed a sheet explaining a way to use the picklist to trap on shelf item holds. Using the picklist requires a number of steps that includes changing the agency back and forth. The libraries didn't like the idea of changing the agency. Because not all the libraries have a fax machine, the "On Shelf Reserve" sheet doesn't work for everyone. The libraries were interested in replacing the "On Shelf Reserve" sheet with an email form. Barbara will work on this.
6. **Database Committee**  
The Database Committee was delayed until after BadgerLink funding considerations. They will meet on June 3 and continue work on the kinds of databases you can use.
7. **Low-cost PCs**  
The cost of PCs, such as "Webzter" is attractive and they could be used to replace dumb terminals. NFLS has ordered one and Appleton has ordered two machines.
8. **Internet Policy and Filtering**  
Kari Gardner is coming back the week of June 14. She will visit different locations in the system. She will be coming to OWLS on the 14th. There will be a morning session on filtering. In the afternoon, Kari will review Internet policies. Send your policies to Mark Merrifield for Kari to review in advance. Watch for an announcement.
9. **Next meeting**  
The next meeting will be at 9:30 a.m. on July 16, 1999 in Sturgeon Bay at the Door County Library.

## **OWLSnet Users Group Meeting**

May 21, 1999

### **Account History**

This function cannot be turned on in LIBS PLUS because OWLSnet does not have the accounting software.

### **Pickup Point Library**

If your patron's reserve material is awaiting pickup at a difference library, 1) the patron must have made a location error logging in over the Internet, or 2) staff changed the pickup point, or 3) the patron placed a hold while at another library. There is no other way for the pickup points to change.

### **Holds Notification**

A question was raised on notifying patrons by mail because of the amount of staff time required for phone notification.

**Lost**

A question was raised on how long to wait before deleting items with lost status. Libraries may follow a local policy on this decision. The question was raised on whether libraries could replace a lost item rather than paying the amount the patron was billed.

**Statistical Analysis**

Michael Nitz distributed a sample of the worksheets he uses to gather and consolidate circulation statistics on a monthly basis. Kathy Mitchell, Clintonville, and Lori Burgess, Appleton Technical Services, will work with Barbara Strauss on grouping item stats to consolidate circulation statistics at the end of the month.

**Home schooling materials**

Mary Seggelink expressed concern over the demand for FLO's home schooling materials. She suggested other libraries might want to purchase more materials for their own patrons.

**Shelf Checkout**

Some of the libraries (APL, KIM, LIT, CPL, WAU) are interested in exploring shelf checkout capabilities.

The meeting adjourned at 1:55.