

OWLSnet Administrative Advisory Committee Meeting

Weyauwega Public Library

September 17, 1999

Present: Ann Schmitz, Algoma; Lori Burgess, Vicki Lenz, Michael Nitz, Appleton; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Mary Seggelink, Florence; Carolyn Habeck, Hortonville; Robyn Grove, Iola; Craig Lahm, Kaukauna; Sue Grosshuesch, Kewaunee; Barbara Wentzel, Kimberly/Little Chute; Pam Ellingson, Lakewood; Ellen Connor, Manawa; Nancy Krei, Marinette; Ann Hunt, New London; Peg Murphy, Oconto; Jeanne Waschbisch, Oconto Falls; Kathy Whitt, Seymour; Mike Hille, Shawano; Joe Clabots, Judy Ellenbecker, Sturgeon Bay; Peggy Slicer, Tigerton; Kristen Anderson, Waupaca; Lucie Erickson, Linda Streyle, Weyauwega; Alene Newcomb, Wittenberg; Kathy Houlihan, Rick Krumwiede, Holly Otts, OWLS.

1. Call to order

The meeting came to order at 9:35 a.m. Rick Krumwiede introduced OWLS' new cataloger, Holly Otts. Holly started on August 16. Appleton cataloger, Lori Burgess, will be leaving September 30. Lori is moving to Wausau and is expecting a baby. Barbara Strauss is recovering from hip replacement surgery and is doing well.

2. Minutes

The minutes of the July 16, 1999 meeting were accepted as distributed.

3. Brief reports

o a. Implementation update:

Suring, Peshtigo, and Aurora are now circulating libraries. Birnamwood's contract, which was approved by the public library board, has now been approved by the school board. Gillett and Lena have had patron registration training. Scandinavia, OWLS' last offline library, will be joining OWLSnet.

Mattoon-Hutchens, the only Shawano County branch that has not yet joined OWLSnet, will be discussing membership with their governing boards. Marinette wants to start the process for Crivitz and Wausaukee by the end of the year. Marinette would like to get things going in early 2000 for Coleman and Niagara. However, the County Finance Committee has not yet approved the annual membership fees.

o b. Status of technology plan approval process:

Technology plans have been approved for all Nicolet libraries. Fremont and Scandinavia are in the process of having their technology plans approved because they will be getting TEACH T-1 lines.

o c. Computer lab training schedule:

OWLS has scheduled all the Fall training classes. These classes are available to all OWLS and Nicolet staff. The training calendar is available on the OWLS web site. Email or call Terri Richards at 920/832-6190 to register.

o d. Other

CE Workshop:

The Art of Listening workshop, presented by Lisa Webne-Behrman, will be held Wednesday, September 22 at the Waupaca Area Public Library from 9:00 a.m. to 4:15 p.m.

Item SCAT Spreadsheet:

This spreadsheet is now available in Microsoft Works format. The Excel or Microsoft Works spreadsheet can be downloaded from the OWLS web site.

Geac National Users Group Conference:

Michael Nitz, Appleton Technical Services, and Carolyn Habeck, Hortonville Public Library, attended the Users Group Conference in Downers Grove, Illinois. Michael reported that Geac had a large representation of employees at the conference and that Geac is undergoing corporate reorganization. Michael attended the technical services and acquisitions sessions. Michael filled in for Barbara Strauss and gave her presentation on inventory control. Carolyn attended the CL-CAT and GeoWeb focus groups. Carolyn also attended demos on the circulation client and reports.

4. Technology update

Rick Krumwiede provided updates on a number of technology issues.

- a. **Geac Upgrade to Plus 2.6 and Sun server:**
For some time, OWLS has been planning to upgrade its central computer system to ensure Y2K compliance. Because of 1) potential problems surrounding this upgrade, 2) questions about future Motorola support from Geac, 3) concern about software development being targeted toward Sun hardware, 4) the opportunity to improve performance, and 5) the potential to reduce maintenance costs, OWLS has decided to replace its current Motorola computer with a Sun server to run the Geac Libs Plus software.

Purchase and installation of a Sun E250 server is estimated to cost \$62,872. However, it would reduce our annual maintenance bill (payable 12/1) by \$19,975 resulting in a net 1999 cost of \$42,897. The savings in maintenance charges would almost pay for the entire cost of purchase and installation over three years. It is anticipated that this new server will be installed in late October or early November.

There was some discussion of the methods that libraries could use to circulate materials during this upgrade. OWLS will make recommendations prior to the upgrade.

- b. **GeoWeb 4.0 implementation:** OWLSnet has had an objective to implement a Web version of the catalog as soon as feasible. This year's budget contains sufficient funds to purchase the new server and GeoWeb software licenses, if the Motorola computer is upgraded for use as an interim Web catalog server and email server. Consequently, OWLS has acquired 75 GeoWeb software licenses at a cost of just over \$40,000. It is anticipated that the Web catalog will be made available in January 2000. OWLSnet will continue to support the text version of the catalog, CL-CAT, for the foreseeable future. The Web catalog will be available for use in libraries and will also be able to be accessed remotely. Additional GeoWeb licenses may need to be acquired as libraries convert CL-CAT terminals to GeoWeb workstations.

Several attendees requested that OWLSnet provide a list of URLs for other sites running GeoWeb.

[Note: On October 25th, OWLSnet ordered a small Sun Ultra 10S server that will be used for GeoWeb and email. Purchasing and maintaining this server for 3 years will cost approximately \$13,000. It had been anticipated that maintenance costs for the Motorola computer would decrease significantly when it was no longer being used for Libs Plus, justifying its use as a Web server and email server. Preliminary cost estimates for third-party maintenance looked favorable. However, because of limited parts availability OWLSnet has been unable to find any company willing to maintain the 4-year old Motorola computer at a reasonable cost.]

- **c. Migration/upgrade planning**
OWLSnet has had a 2-year objective to engage in a planning process to determine its future software needs. Ruth Bessant, who will assist with this process, facilitated a recent meeting of selected OWLS, NFLS, and APL staff held to discuss the process that would be used to do this planning. Rick presented a summary of Ruth's report on this meeting.

At the meeting a clear consensus was identified on three pivotal issues:

- The purpose of this planning process is to implement an automated library system that really works well and that meets the growing needs of OWLSnet libraries.
- Choosing a better system will be weighted more heavily than choosing a migration that is easier and/or less expensive.
- We should begin by preparing a list of the technical and functional specifications we are looking for (rather than beginning by evaluating Geac).

A number of assumptions were also discussed at the meeting:

- We want a system that works properly, includes a more complete suite of functions, and follows international library and information standards.
- The new or upgraded system will be paid for by OWLS and Nicolet, not the member libraries.
- The system should be easier for libraries and users to use, but we recognize the tension between increased functionality and ease of use.
- We want to improve the services offered.
- We will install the new or upgraded system in 2001.

Immediate tasks that need attention include:

- Identifying equipment that should be upgraded
- Putting together a list of technical and functional specifications
- Beginning training by the end of January 2000 for Nicolet libraries planning to join OWLSnet in 2000
- Providing more information to members about the migration
- Asking for additional input from member libraries
- Improving librarians' PC skills

The preliminary timetable calls for an RFP to be issued in February 2000 with responses received and evaluated by May 2000. The goal is to have a fairly firm idea of any costs so that the systems and libraries will have time to include these costs in their 2001 budgets. Installation of new equipment and migration to a new

system would begin in 2001, but there are many questions about how installation of a new system would be implemented.

- **d. Anti-virus and security software recommendations**
Rick stated that OWLS would like all computers connected to OWLSnet to have anti-virus software installed. In addition, OWLSnet intends to require that all dedicated CL-CAT computers have security software installed and to recommend that all computers used by the public have security software installed.
- **e. Replacing dumb terminals**
It is recommended that member libraries replace dumb terminals with personal computers as quickly as possible. (Older computers being used as dumb terminals will also need to be replaced with network compatible WIN 95/98 computers.) OWLS is trying to assist its member libraries in this process, and Rick reported that NFLS also intends to assist its member libraries with terminal replacement.
- **f. Recommendations for inexpensive computers**
Dave Bacon has done some testing of very inexpensive (less than \$1,000) "sub-PC" computers, and he does not recommend them. The quality of their components is suspect, especially monitors. Their ability to be serviced or upgraded is poor and their reliability and standardization is questionable. Computers in the \$1,000 to \$1,200 range appear to present the best combination of price, quality, usability, and serviceability. These computers can be purchased from major mail order vendors. OWLSnet recommends purchasing generic computers (not proprietary) because they can be easily upgraded. OWLS is willing to arrange group purchases for OWLS libraries, and NFLS has a history of arranging group purchases for NFLS libraries.

5. **Goals and objectives for 2000**

Rick Krumwiede reviewed the proposed goals and objectives pertaining to OWLSnet that are contained in OWLS Automation and Technical Services Plan, 2000-2004. He asked that comments about the goals or objectives be emailed to him.

6. **Other business**

Due to the limited time available before lunch, discussion of the agenda items listed under other business was moved to the Users Group meeting.

The next meeting will be at the Appleton Public Library on November 12, 1999 at 9:30 a.m.

The meeting was adjourned at 12:00 p.m.

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CL-CAT holds

When placing holds in CL-CAT, sometimes the message, "Talk to a librarian to request this item," appears. Lori Burgess distributed a handout and explained how to proceed: Hit to see the MARC record in CL-CAT. The Last Activity Date (LAD) is in the 005 field. If the date is more than four months, the item is probably waiting to be deleted. If the date is less than four months, it is probably waiting for an item record to be attached. If it has an older publication date, don't assume it is being withdrawn. Deleting item records will not update the LAD.

High demand videos

There is a problem with purchasing additional copies of high demand videos. OWLS is often unable to purchase the same edition that triggered the purchase alert. Additional copies are on a different bib record and the holds already placed are on the record not allowing system holds. OWLS will continue to investigate ways to deal with this issue.

Ownership should be clearly marked on all library material

Barbara Wentzel reported that patrons leave donations in a variety of places including the return bins. Some library books, which are not marked with ownership and have the barcode in a nonstandard location, are easily mistaken for donations. Please indicate ownership on all materials.

Multi-part material

Please label multi-part material near the barcode indicating the number of parts so staff can check at checkout and checkin for missing parts.

Printing in CL-CAT

Patrons can no longer see a print command with the new display of hot keys instead of function keys. On dumb terminals, press [sF1] to print.

Rewind videos

Libraries are finding that a lot of their videos, being returned from other OWLSnet libraries, are not rewound. Please rewind before returning.

Do not make changes to material owned by another library

Libraries are getting some of their material back with tape on the spine of the book, or a stamping strip added. Please do not put tape on books owned by another library.

The Users Group adjourned at 2:00 p.m.