

**OWLSnet**  
**Administrative Advisory Committee Meeting**  
**Nicolet Federated Library System**  
**September 12, 2003**

Present: Rita Schiesser, Algoma; Barbara Kelly, Michael Nitz, Meg Shriver, Linda Streyle, Appleton; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Mary Seggelink, Florence; Susan O'Leary, Fremont; Kay Rankel, Gillett; Carolyn Habeck, Hortonville; Robyn Grove, Iola; Craig Lahm, Kaukauna; Kathy Decker, Kewaunee; Barb Wentzel, Kimberly/Little Chute; Pam Ellingson, Lakewood; Ellen Connor, Manawa; Tim Dirks, Marinette; Ann Hunt, New London; Terrie Howe, Mark Merrifield, Anne Miller, NFLS; Peg Murphy, Oconto; Jeanne Waschbisch, Oconto Falls; Elizabeth Timmins, Seymour; Lorie Hanson, Mike Hille, Shawano; Judy Ellenbecker, Joe Clabots, Sturgeon Bay; Maggie Waggoner, Suring; Sue Abrahamson, Ruth Hoppe, Waupaca; Krisann Dailey, Weyauwega; Alene Newcomb, Wittenberg; Beth Carpenter, Kathy Houlihan, Rick Krumwiede, Holly Ledvina, Gerri Moeller, OWLS.

1. Call to order

The meeting came to order at 9:35 a.m.

2. Minutes of the May 16, 2003 meeting

The minutes were accepted as distributed.

3. Brief reports

- Antivirus and security project update

The first phase of the project, scanning email for viruses, is working well. The workstation security phase of installing necessary software and making changes to computers, including NEWCat configurations, should be completed by the end of the month.

- Membership agreements

The systems are working on the OWLS-NFLS partnership agreement. As soon as that is finalized, the libraries will be sent new membership agreements.

- Internet acceptable use policies

A new provision of the membership agreements says that all OWLSnet libraries shall "Have on file with OWLS and NFLS a board-approved Internet Acceptable Use Policy." Gerri Moeller distributed a handout to help with this task (<http://www.owls.lib.wi.us/info/support/aup.htm>). The handout included a link to Bob Bocher's article, Issues in Public Access to the Internet in Public Libraries (<http://www.dpi.state.wi.us/dpi/dlcl/pld/netissue.html>). OWLS libraries may direct questions to Gerri Moeller, and NFLS libraries may direct questions to Terrie Howe.

- Resource sharing and delivery follow-up

ILL continues to grow. Last year the volume was 290,000. For this year, the projection is 340,000 with a 30,000 imbalance between the systems. However, the imbalance is not growing as a percentage of total ILL.

An analysis of data has shown that there is no significant correlation between the items loaned/items borrowed ratio and the number of holds allowed. Feedback from libraries about the mistaken holds parameter changes was negative, because it wasn't equitable to patrons and it resulted in the unnecessary movement of materials in delivery. OWLS has made a delivery change. Items will no longer be sorted on the van, which could result in a day's delay in receiving some items.

- Expiration dates for staff cards  
Because there were some direct link problems with patron records without expiration dates, staff records were identified and a three years expiration date was added to the records with a blank expiration field.
- Telecommunications network problems  
The problem with the BadgerNet TEACH Lines has been a regional problem at FVTC. During the downtime on September 10 some equipment was switched, which should correct the problem. Members expressed their appreciation for D-Circ offline circulation software.
- Network connections policy  
OWLS will be developing a policy regarding connecting patron laptops to the OWLSnet network. Because of network design, security, and staff support issues, such connections will not be allowed.

#### 4. Public Internet Access issues

- Workstation reservation/management software  
Several OWLSnet libraries are interested in workstation reservation/management software. Software for the entire network would be too expensive, but libraries may pursue this on their own. Barb Kelly reported that Appleton has purchased EnvisionWare through GEAC. At the November 7th AAC meeting, Appleton will demonstrate EnvisionWare. Rick can get a quote from GEAC for anyone who is interested.
- Patron loss of Internet privileges  
There was discussion on loss of Internet privileges. There is no standard policy. Some libraries scan cards before Internet use and are aware of problems noted at any OWLSnet library. Some libraries do not scan cards and do not wish to start. The consensus of the group was that any library may note Internet the revocation of privileges on a patron's card. Other libraries may decide individually whether to allow that patron Internet use at their library.

#### 5. NEWCat Upgrade

Beth Carpenter demonstrated features of the upgrade. Sorting in the video collection is not working. The consensus of the AAC was to go live without waiting for the video sorting issued to be resolved. New NEWCat brochures were distributed.

#### 6. Revisions to OWLSnet Bylaws

Rick reviewed proposed changes to the OWLSnet Bylaws (<http://www.owls.lib.wi.us/owlsnet/aac/bylaws62703.pdf>). The changes were endorsed and bill be take to the OWLS board for approval.

7. Other Business

The OWLS staff was recognized for all the work done on the new version of NEWCat. Terrie Howe commended Dave Bacon and Gerri Moeller for their activities in the antivirus and security project. Bark Kelly announced that Appleton Public Library has received the 2003 WLA Library of the Year Award. Mark Merrifield announced that LeaAnn Pillath, director of the Lena Public Library, has retired as of September 24.

The meeting adjourned at 11:30 a.m.

**OWLSnet Users Group Meeting**  
**September 12, 2003**

- Patron privacy issues – routing slips, CL-CAT patron functions, receipts  
It was reported that some patrons have been complaining about slips with personal information going into the recycling bin. Some libraries reported that they shred everything that contains patron information. The AAC was not interested in the possibility of assigning passwords to CL-CAT patrons for more security.
- Items not checking in during tape load  
Some libraries reported that some items did not check in or out during a recent tape load. The libraries would like better communication from OWLS in regard to computer slowdowns/problems.
- Circulation client  
Lakewood is interested in purchasing the Circulation client. Any library interested should contact Rick.
- Email notice wording  
Appleton requested that the wording on the email notification be changed to inform patrons not to reply to the message because it has been sent by an automated system that is not monitored for responses. Because it's desirable to handle this as a global setting, OWLS did not make this change before bringing it to the attention of the AAC. The consensus was to make this change for everyone.
- WebDewey  
Let OWLS know if you want to renew, drop, or add WebDewey. The cost is \$40.00 for the abridged and \$150 for the unabridged.
- Deleting billed items  
Since the upgrade, there is a problem with deleting long overdue items that are billed to patrons. The first item deletes OK with the screen giving the third choice, "Delete the item." With the next item, the third choice is missing. In order to delete the next item, it is necessary to logout and log back in.
- Lost book list  
A systemwide lost book list was requested.

The meeting adjourned at 12:05 p.m.