

**OWLSnet**  
**Administrative Advisory Committee Meeting**  
**Outagamie Waupaca Library System**  
**December 16, 2005**

Present: Rita Schiesser, Algoma; Vicki Lenz, Michael Nitz, Meg Shriver, Martin Swenson, Appleton; Valerie Husom, Black Creek; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Susan O'Leary, Fremont; Carolyn Habeck, Hortonville; Debbie Meixensperger, Kaukauna; Susan Grosshuesch, Bonnie Joski, Kewaunee; Karen Vandenberg, Lori Van Dyke, Theresa Van Himbergen, Barbara Wentzel, Jane Werner, Kimberly/Little Chute; Pam Ellingson, Lakewood; Ellen Connor, Manawa; Cathy Menard, Marinette; Sharon Stuhr, Marion; Ann Hunt, New London; Terrie Howe, Mark Merrifield, NFLS; Joan Denis, Oconto Falls; Peg Murphy, Oconto; Kymberley Pelky, Oneida; Beth Carpenter, Patty Hankey, Judy Hocking, Rick Krumwiede, Holly Ledvina, Gerri Moeller, OWLS; Sue Vater Olsen, Scandinavia; Elizabeth Timmins, Seymour; Penny Habeck, Mike Hille, Shawano; Becky Rickel, Shiocton; Becca Berger, Joe Clabots, Linda Streyle, Sturgeon Bay; Maggie Waggoner, Suring; Peggy Slicer, Tigerton; Peg Burington, Ruth Hoppe, Waupaca; Krisann Dailey, Lucie Erickson, Weyauwega; Alene Newcomb, Wittenburg.

1. Call to Order

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

Jeanne Waschbisch of Oconto Falls sent a message along to say goodbye to everyone. Jeanne is retiring at the end of the year. Joan Denis, the new Oconto Falls director, was introduced. All attendees introduced themselves.

2. Minutes of the November 11, 2005 Meeting

The minutes were accepted as distributed.

3. Announcements

- Everyone was invited to stay after the meeting and to wish Greta a happy retirement and share some cake.
- Dave Bacon of OWLS sent a message that everyone was making good progress on their eScan updates. Everyone was reminded to update staff PC's before the end of the year and to call Dave if they have any questions.
- Birnamwood had a revision to their previous announcement that they will be accepting requests for holds on all of their items. Birnamwood asks that these requests be held until after the migration.

4. Old Items

- Linked Patrons Committee
  - The committee consists of Rick, Ann Hunt, Vicki Lenz, Sue Vater Olsen, Linda Streyle and Barb Wentzel.
  - The committee has begun their discussion via email. Sue said her main concern was patron convenience. The committee will be meeting in person soon.
  - Rick has surveyed the other Wisconsin Innovative consortia. The More consortium (Indianhead) links patrons, and Milwaukee County and Northern Waters do not.
- P/R Committee

- Penny Habeck, Mark Merrifield, and Elizabeth Timmins have volunteered for the committee. Barb Kelly will find an APL representative for the committee.
  - Though there has been some brainstorming at OWLS concerning public relations for the migration, the P/R committee has not yet met in person.
- Loan Rules
  - The new updated Loan Rules, which are almost finalized, were handed out.
  - Let Gerri know if you have any questions or if there are any mistakes.
- Circulation and cataloging training
  - Everyone has been scheduled for training.
  - The circulation training calendar is on the OWLSnet homepage.
  - Call Gerri if you have any scheduling requests.
  - Please bring your library card (or number) to the circulation training.
- Connexion training.
  - Everyone who will be using Connexion, the OCLC client, was trained on December 13 and is now using it.
- Volunteer policy
  - Rick summarized the discussion at the last AAC meeting concerning volunteers.
    - § If volunteers are to be used on essential functions, they must be properly trained and held to the same standards as paid employees.
  - Rick is still working on the draft policy for volunteers.
  - With all of the training to be done for the new system, training volunteers right now is a lower priority than training paid staff.
- Other items
  - Delivery over the holidays
    - § Van delivery for the holidays is based on agency calendars submitted to OWLS. If an agency is closed there will be no delivery.
  - It was proposed and accepted that there be no delivery on February 20.
  - New library cards with the InfoSoup design are planned.
    - § Cards with preprinted barcodes have been considered again, but there is still the difficulty of getting the card along with the matching number to attach to the patron record.
    - § Proposed and accepted that cards with attachable barcodes be purchased.
    - § It was requested that the new card not be white because it is often difficult for patrons to locate.
    - § It was suggested that plastic sleeves for the credit card size cards be investigated.
  - Data load
    - § OWLS had initially been told that it would take two weeks to do the data load of the bibs, items and authority records. More recently, Innovative had estimated that the data load would take a week. The data load was actually completed in a day and a half. Innovative was surprised and complimented OWLS' choice of server.

## 5. New Items

- Demo of InfoSoup
  - Evan gave a demonstration of the new Web OPAC, InfoSoup.
  - OWLS has joined the Innovative Users Group (IUG) and recommends that

individual libraries consider joining as well. Individual libraries may join IUG for a fee of \$70 a year. Joining allows the individual library to submit and vote for enhancement requests. Contact Gerri for more information.

- OPAC training
  - Documentation on placing holds in the OPAC for both staff and patrons will be sent out.
  - Two half day Web OPAC training demos are planned but not yet scheduled.
  - Everyone is encouraged to play on the OPAC and to get their staff to play on the OPAC at <http://owlsils.owls.lib.wi.us:2082>. Familiarity will help with the training and will reduce the stress of the unknown.
  - When exploring the OPAC, please keep an eye out for any problems with how the data is displayed. Make sure that locations have transferred correctly and that multivolume sets are displaying properly. Please bring any problems to catalog training.
- What to do with changed/deleted items
  - Any changes that are made to the item data now will not be in the new system. Keep notes of any changes or deletions made in Geac so that those changes can be made again in the new system.
  - Short loans categories can be set in the current system but will not transfer to the new system.
  - Bring your list of any changes you have made to the catalog training and you can update your records at training.
- Patron blocks
  - Holds allowed
    - § The handout on patron blocks—limits on checkouts and limits on holds—is organized by geographic proximity.
    - § Limits on checkouts and holds are determined by patron home agency not the circulating agency.
    - § There was no consensus on standardizing holds limits. Let Gerri know if the holds limit on the handout is correct or if it needs to be changed.
  - Total checkouts
    - § The limits on number of items checked out can only be applied to videos & DVD's (combined), audiobooks, software and total checkouts.
    - § **Proposed and accepted that the total items checked out be limited to 75.**
    - § **Proposed and accepted that there will be no limit on audiobooks checked out.**
    - § **Proposed and accepted that there will be no limit on software checked out.**
    - § **Proposed and accepted that music CD checkouts be limited to a maximum of 25.** If you want a limit less than 25 on music CD's, let Gerri know.
    - § Recommended that video and DVD checkouts be limited to a maximum of 25.
      - If you want a limit less than 25 on videos and DVD's, let Gerri know.

- Limits on video checkouts would be a good subject to discuss with agencies in close geographic proximity to your agency. If limits are the same in agencies close together, there will be less confusion for patrons and staff.

§ Everyone please respond to Gerri concerning holds limits and checkout limits on music CD's and videos by Friday December 23, 2005.

- Special loan rules
    - A recently received form on loan rules from Innovative will delay the special loan rules discussion until the next AAC meeting.
  - Billing schedule and notices
    - The Billing Schedule in Innovative handout contains the proposed new schedule for sending notices for overdues and bills and the proposed text for those notices.
    - Once a bill is generated, a patron is automatically blocked.
    - The first bill can serve as a search shelves report. Once the bill is generated, the item can be searched for, the price can be checked and then the bill can be sent. If the price is adjusted, the agency can print the adjusted bill to send.
    - If an agency chooses not to send notices or not to send the second notice, the notices can be emailed and deleted.
    - Question: which library gets the billing notice, the owning library or the circulating library?
    - **The proposed notice schedule was accepted.**
    - **The proposed notice text was accepted.**
    - By default, the agency's name, address, phone number and, possibly, hours will be on the notice.
    - The patron barcode and phone number can be on the notice as long as the numbers do not show in the envelop window.
    - If any agency wants to send Collection notices, let OWLS know after the Go Live date.
  - New business email accounts
    - There are new email accounts for each agency that follow the standard email format; i.e. one@mail.nfls.lib.wi.us or cpl@mail.owls.lib.wi.us and have the same password as the old agency business account. Contact Gerri if you need your password.
    - Everything you are currently getting at your business account for your agency will go to the new account once we go live with Millennium.
    - The accounts are active now and can be set up to be accessed with a mail client like Thunderbird. The accounts can also be accessed with EMU mail.
    - OWLS will send out simplified Thunderbird documentation.
    - The new business accounts will appear in the **Reply to:** field in patron notices. It is important that patrons respond to the Reply to: address and don't hit the Reply button. UPDATE: This has been fixed. The business email account will be listed as the **From** address and patrons can simply reply to the notices.
    - OWLS is still working out the details for the delivery of all the types of notices.
  - Change April AAC date from the 21<sup>st</sup> to the 28<sup>th</sup>?
    - The change was approved.
6. Other Business

- It was proposed that patrons with a Last Activity Date before January 1, 2000 who owe less than \$15 not be migrated to the new system. These patrons, who number over 16000, owe an average of \$2.35 but have never been purged because of those fines. The proposal was accepted.

#### 7. Adjournment

- The business meeting was adjourned at 2:35 p.m.
- There was no OWLSnet Users Group Meeting