

**OWLSnet  
Administrative Advisory Committee Meeting  
Nicolet Federated Library System Office  
June 16, 2006**

Present: Rita Schiesser, Algoma; Vicki Lenz, Michael Nitz, Elizabeth Eisen, Appleton; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Mary Seggelink, Florence; Susan O'Leary, Fremont; Susan Grosshuesch, Kewaunee; Debbie Meixensperger, Kaukauna; Barbara Wentzel, Kimberly/Little Chute; Pam Ellingson, Lakewood; Tim Dirks, Marinette; Lisa Hein, Marion; Ann Hunt, New London; Mark Merrifield, NFLS; Peg Murphy, Oconto; Joan Denis, Oconto Falls; Patty Hankey, Judy Hocking, Rick Krumwiede, Holly Ledvina, Gerri Moeller, OWLS; Lori Amerson, Kim Klarner, Seymour; Mike Hille, Shawano; Joe Clabots, Linda Streyle, Sturgeon Bay; Maggie Waggoner, Suring; Peg Burlington, Waupaca; Sue Vater Olsen, Scandinavia.

1. Call to Order

The meeting came to order at 9:42 a.m.

A signup sheet and copies of the agenda were distributed. Introductions were made. Judy Hocking's illustrated short story detailing her trip to the South was passed around.

2. Minutes of the April 28, 2006 Meeting

The minutes were accepted as distributed.

3. Announcements

Emily Koss, the new OWLSnet Circulation Specialist, will be starting on Monday.

4. Old Items

- BCN Conversion—Badgernet Converged Network
  - Converting libraries to the new BCN began in May. Dave has been on the road 3-4 days a week for site inspections and conversions. As of yesterday, 23 sites had been converted. The process is going smoothly. It worked out well that we were able to purchase new equipment, rather than try to work with older equipment. The libraries have been good about making the changes they needed to their sites, which has helped the process go well.
  - We've also completed our migration to 9 mbps of Internet bandwidth – doubling it from 4.5 mbps. Some libraries have noticed an improvement in speed.
  - One library reported that Millennium was operating slowly – but this is probably not connected. If you are experiencing a slowdown using Millennium, please send a note to the MOVE list.
- Circ Users Group
  - The circ users group had their first meeting on Thursday, June 8<sup>th</sup>. Copies of the minutes were handed out at the meeting.
  - A number of items were covered, including the times of meetings and appointing a chairperson – Janet from New London.
  - If you're interested in discussing circ issues, you should consider joining the circ list (send an email to Patty to be added to the list). In fact, it would be a good idea for at least one person in each library to join in order to be kept aware of current

- circ issues.
  - Since no NFLS libraries were at the first circ meeting, NFLS libraries in particular were encouraged to attend and to host a meeting.
  - Every person who joins is encouraged to send at least one question, hint or comment to the list to get the conversation started.
- Innovative Users Group (IUG)
  - Gerri and Holly reported briefly on their attendance at IUG.

## 5. New Items

- Patron data entry
  - Some librarians have been expressing concern about the new data labels in the address field for the patron record. They specify where the street address and where the city, state and zip should go.
  - The librarians were asked if they would prefer to keep the labels, or remove them and return to the unlabeled address field.
  - The big question seems to be whether or not the post office will accept the addresses formatted with the suite number after the street address. During training, we asked the libraries to put the suite number on its own line, and this would be a change. If this is acceptable, then most libraries would prefer that the labels remain.
  - NOTE: In checking the post office website, it lists entering the suite after the street address as an acceptable option. Details on this will be posted to Network News.
  - The address labels will remain in place.
- Juvenile birthdates
  - It's important to enter birthdates for juvenile cards, since that's how we determine if patrons can be linked.
  - One library requested that birthdate be added to the patron brief entry template. Please send an email to the MOVE list if you would like this.
  - Also, if you add a parent name to the child's record, it was requested that some sort of unique identifier, such as the parent's birthdate or driver's license be used, so that they can later be identified.
- Patrons by municipality
  - In working on developing the new Patrons by Municipality report, we discovered that the many of the patrons with juvenile municipality codes were in fact adults who had never had their scat changed. In addition, the juvenile p-types are also incorrect, with over 9000 patrons over the age of 18 having juvenile patron types.
  - This brought up the question, do the libraries still want the Patrons by Municipality report divided into adult and juveniles?
  - The libraries responded that yes, they did, but that it would be ok to work on eliminating the juvenile and ILL municipality codes and submit the patrons by municipality report based on the P-type.
  - At the circ meeting, a number of libraries asked Gerri to run a report to put a popup message on records of patrons over 18 with a juvenile P-type. The message says "Please register for adult patron card (and change P-type.)" It was determined that this change should be made for all libraries.
  - In addition, the libraries agreed that once the message has been placed, OWLS

can update the patron type to adult, and that the message will be enough to let them know they need a new signed registration from this adult patron.

- Online registration forms
  - Currently, KIM, LIT, NLP, HPL and LAK have online registration forms for patrons. They do enter the patron, but put a block on the patron's record until the patron comes in and signs for their card. A new manual block has been added called "Online registr" (for online registration) so other libraries can distinguish these records.
- Should the fines tab be set to red for any fine amount?
  - Currently, the fines tab only displays in red when the fines exceed \$5. The libraries agreed that it would be better to have this display in red whenever a patron has any fine. OWLS will make this change.
- Manually changing status
  - It isn't a good idea to manually change the status from a system generated status. System generated statuses include claims returned, lost and paid, on hold shelf, billed, missing and on search.
  - If you have a special status and need to clear it, you should be able to do so by checking it in. If this doesn't work, it means there is something wrong with the record. Please contact the OWLS office if statuses do not clear when they should.
  - Items should be set to "lost" status from the patron record.
- Should we eliminate courtesy notices for ILLs to other libraries?
  - The libraries agreed to continue to send courtesy notices to other libraries.
- Want more sound in circ?
  - OWLS can turn on more customized sounds for your logins. These will generate different sounds based on various situations in the patron and item records. For example, the sound for a normal checkin will be different than the sound for a problem checkin.
  - Waupaca has this turned on and loves it.
  - If you want these turned on for your library, please send an email to the MOVE list. (Please warn your staff you are doing so. The new sounds are louder and more, um, noticeable.)
- Proposal for changing how we handle payments from other libraries for billed items
  - A new proposal for handling lost and paid items owned by another library was distributed.
  - The proposal was accepted and will be posted on OWLSnet, and announced in Network News.
  - In a nutshell, the new procedure entails clearing the bill from the patron's record, giving the receipt to the patron and printing a receipt for your own records from Fines Paid. The fines money is mailed to the owning library (via check) and the owning library can also print a copy of a receipt from Fines Paid.
- Circ updates – what's new in release 2006
  - Gerri went through a PowerPoint from the Denver IUG conference that listed some of the updates coming in the circulation module. Since these are confidential updates from the company, they won't be included in the AAC minutes.
- IUG enhancements cycle
  - The voting process has begun for the IUG enhancements cycle. Enhancements

have been submitted to the users group, compiled, and a final ballot is ready. IUG member libraries are eligible to vote. Since Innovative takes these suggestions seriously and is more likely to implement changes requested by IUG members, OWLSnet libraries who are members of IUG should plan to vote alike to maximize our influence.

- IUG members and potential members agreed that OWLSnet should send out a list of recommendations via email.
- Any library who is not a member of IUG can receive a copy of the ballot and submit their requests to Gerri as well. It is OWLS intention to vote for those items most requested by member libraries.
- There was a request that IUG membership be made part of the OWLSnet membership fees.
- WILIUG
  - If libraries are interested in participating in a users group, the Wisconsin Illinois Innovative Users Group also has annual meetings, much closer to home. Unfortunately, this year's meeting was the same date as the AAC meeting. Next year we'll be sure to schedule AAC for a different day!
- WPLC/Netlibrary update
  - WPLC has decided to discontinue purchasing Netlibrary books and focus on Overdrive. More Overdrive titles continue to be purchased.
  - Also, the checkout period for Overdrive books has been changed from 2 weeks to 1 week. The number of hours a book is on hold has been increased from 48 to 72 hours.

#### 6. Other business

- New membership agreements are being worked on. They will be going to the NFLS board at their next meeting in August.
- OWLS is working on an InfoSoup development plan and hopes to have it available for the next AAC meeting for input and comments.
- Waupaca is once again doing their "Instant Winner" promotion where teens get candy bars for checking out specific items. A popup message has been put into the item record. Other libraries may be using these as well. If this isn't a promotion your library is participating in, you can ignore these popups. At the end of the summer, libraries can ask OWLS to remove these messages from the item records.
- Waupaca has asked Holly to develop a due date brochure for them in Spanish. If other libraries are interested, it's easiest for her if you send the English one to her for translation.
- Denise is working the bounced emails. One problem libraries may be experiencing is that even though messages are put into the patron's record, they may not have received notices for items they have checked out.
- A request was made for a class on reports in Millennium.

#### 7. Adjournment

- The business meeting was adjourned at 12:30 p.m.
- There was no OWLSnet Users Group Meeting