

**OWLSnet**  
**Administrative Advisory Committee Meeting**  
**Outagamie Waupaca Library System**  
**November 13, 2009**

**Present:** Kathy Beck, Kris Kipping, Brian Kopetsky, Vicki Lenz, Michael Nitz, Colleen Rortvedt, Meg Shriver, Appleton; Rebecca Buchmann, Black Creek; Kathy Mitchell, Clintonville; Susan O’Leary Frick, Fremont; Kay Rankel, Gillett; Carolyn Habeck, Hortonville; Maggie Waggoner, Kaukauna; Beth Carpenter, Kimberly/Little Chute; Pam Ellingson, Lakewood; Heather Blum, Mandy Samsa, Lena; Lyn Hokenstad, Manawa; Trinitie Wilke, Marion; Sandra Hipke, Jennifer Thiele, Marinette; Ann Hunt, New London; Mark Merrifield, NFLS; Joan Denis, Oconto Falls; Evan Bend, Patty Hankey, Laura Jandacek, Rick Krumwiede, Gerri Moeller, Anne Paterson, OWLS; Sue Vater Olsen, Scandinavia; Becky Rickel, Shiocton; Elizabeth Timmons, Seymour; Kristie Wilson, Shawano; Becca Berger, Chris Milton, Linda Streyle, Sturgeon Bay; Peg Burington, Waupaca; Kristi Pennebecker, Weyauwega

1. Call to order

The meeting came to order at 9:30am at the Appleton Public Library.

2. [Minutes of the September 18, 2009 meeting](#)

The minutes of the meeting were accepted as distributed.

3. AAC ground rules

Rick reminded everyone that with such a large group it can be difficult to hear and follow the discussion. He asked everyone to help the meeting function more effectively by remembering the AAC ground rules:

- Only one person speaks at a time
- Please wait until you are recognized to speak
- If you’ve spoken to the issue already, please let others speak

4. Announcements

- Anne from OWLS is looking for the owner of “The Scorpion King: Rise of the Akkadian”, a Nintendo Game Cube videogame. The game case was sent to APL Tech Services for cataloging help and has not been claimed yet.
- Patty reminded the group to fill out their “closed day” calendar information sheets and send them back to her so she can update closed days in Millennium. There is receipt paper for four libraries in the back of the room.
- While it’s time to start working on the new OWLSnet plan, the process hasn’t yet started. Rick is considering bringing in a facilitator to help with the process.
- Evan has books from the LSTA job grant for OWLS libraries to pick up.

5. Information from OWLS and OWLSnet staff

- Committee and user group update
  - The Teacher Card Committee has met twice already and continues to work on a recommendation to present to AAC. The meetings have been interesting because the committee is well balanced consisting of those in favor and those opposed to teacher cards. Gerri feels confident the committee will be able to agree on a recommendation for AAC.

- Nothing new to report from the “Brainstorming ‘bout Browsing” discussion group. They have met once and have requested additional research information from OWLS. Another meeting will be scheduled in the near future.
- Circulation update
  - Gerri has edited the online PDF patron registration forms. The group reviewed mock-ups of the new forms. Several changes have been made to clean up the overall format. We have also added and removed text on both forms per member suggestions. Door County reiterated that they are very interested in Millennium’s online patron registration product. Should we be spending the time and energy on our own online form if we are considering this registration product? Libraries commented that an online registration form is easier for patrons and helpful for teacher groups as well. Our homegrown form can be posted on InfoSoup and/or member library websites. It doesn’t automatically populate or create an account in Millennium. These forms would replace our current registration cards and we could use a similar form for walk-in patrons who don’t want to fill out a form online. It was the consensus of the group that we should continue to review and develop an acceptable PDF online patron registration form.
  - Scannable barcodes will be added to the Short Loan and the Search Shelves before Billing reports. Please take a critical look at these reports and let Gerri know if there are any problems with incomplete or missing data.
  - The first batch of spine label printers and labels have been ordered. We expect to receive the labels by the end of Nov/early Dec. OWLS has also ordered extra labels so libraries who didn’t order in the first batch of printers will still be able to participate prior to the next label order. The process will involve not only printer set-up and turning the process on in Millennium but also configuring the labels. Unfortunately, the label configuration process is somewhat difficult, so it may take some time to get the first batch of labels ready to print. We will make different templates available for different types of materials and for items with narrow spines. The tentative implement date for libraries that have spine label printers is early 2010. If you haven’t received your bill and need it before year’s end, please contact Gerri or Terri. If anyone else would like to implement spine label printing, please Gerri know.
- InfoSoup Development update
  - The InfoSoup Memory Project is “up and running” and currently contains two collections. This project provides a powerful online platform for presenting local history material from InfoSoup libraries. Collections in the project are searchable by keyword or browsing. OWLS will be offering a CE class in February or March for member libraries that are interested in adding their unique local history collections to the project.
  - Wisconsin Public Library Consortium (WPLC) has purchased 300 overdrive e-pub e-books which are compatible with the Sony Reader. Not all are available yet as only some of the marc records are currently in the system. If you would like to learn more about e-books, Fox Valley Library Council is offering an educational e-book program on Dec 4, 2009. Please contact Evan if you have any questions.
  - You asked for them and we listened! “Learn a Test” bookmarks are available in the back of the room. Please contact Sally at OWLS if you would like more bookmarks. To print out your own bookmarks or other “Learn a Test” promotional materials, go to:  
<http://www.owlsnet.info/infosoup/>

- Project Updates
  - The new version of AirPAC was installed this week. There are a couple of minor issues with its display; OWLS is working with Innovative to get it fixed. Once the new version of AirPAC is displaying the way we want it to, we will turn it on for patrons to use. Some mobile devices (including the iPod Touch, iPhone and a select, limited number of Blackberry devices) automatically redirect to the new version of AirPAC. You can also view this new version of the interface on your PC at <http://m.infosoup.org/>. Other mobile devices can use the older version of AirPAC which is available at <http://www.infosoup.org/airpac>. The older version will work on most mobile devices but doesn't automatically redirect to a mobile device and doesn't display as nicely as the new interface. Do we want to retain the older version for patrons who don't own smart phones and a few select Blackberry devices? **The group agreed to keep the older version of AirPAC.** OWLS will work on developing a plan to help promote AirPAC.
  - E-commerce is moving forward. We should have the Merchant account set-up in a couple of days. After that, we can set-up a Pay-Pal account. When all the necessary accounts are set-up and in place, Innovative will install E-commerce on the staging OPAC.
  - The Millennium server replacement is scheduled for Tuesday, Feb 23, 2010. Millennium and InfoSoup will be down; however Internet computers and SAM will continue to work. In order to prevent items from being due this day, OWLS has set all of the libraries to closed in Millennium. If your library is planning to be open, please notify OWLS. You will be able to use Offline Circ for checkout transactions, and we will contact you when the new server is up and running. On a side note, Millennium Release 2009B should be available the third quarter of 2009. OWLS will postpone the 2009B upgrade until after the server is replaced.
- NFLS has been exploring Innovative's Inn-Reach product as a way to link resource sharing between Brown County patrons and InfoSoup patrons. NFLS thought LSTA grant money designated for Brown County's membership in OWLS might be available and reallocated to the Inn-Reach project. This is not possible at this time; possibly it can be revisited next year.

6. Decision – consensus decision or vote

- No consensus decisions or votes to be made at this time.

7. Discussion – discussion of issues that may be up for decision at future meetings

- At the last AAC meeting, the libraries asked Rick to provide them with their projected cost of the start-up and annual maintenance fee of the Telephone Notification System (TNS), Innovative's telephone notification product. The handout [OWLSnet project Cost Sharing](#) was reviewed. Please note: Slight revision is needed on the first column for Option 1. Total first year share for this option was \$48,000 so individual library costs will actually be higher. Option 1 offers individualized hold pickup messages for each library, Option 2 provides one generic hold pickup message that all of the libraries would use. In order to determine if we should add this to the project wish list, the group was queried regarding their amount of interest with various cost scenarios. Most were interested if there were no additional direct costs. About half were interested if the cost is as what is listed in the document. It is likely that implementing TNS would save most libraries money on phone bills, staff time and/or postage and mailing costs. Libraries will need to determine if those cost savings would offset the cost of purchasing and implementing TNS.

## 8. Other Business

- Steve Hesel from Milwaukee County Federated System (MCFLS) gave a demonstration of their implementation of Innovative's Online Patron Registration product. MCFLS implemented this product in July of 2009 along with the signature module. Steve generously agreed to share their "real world" experiences with our group. The online patron registration product allows patrons to sign up at home or at the library. The form is filled out, submitted and then a temporary barcode is issued. The patron can then place holds and search databases (although these are optional settings.) MCFLS decided to have Innovative turn off database access for their temporary patrons. When the patron appears in person at the library, staff review and complete the patron account in Millennium, obtain the patron's digital signature and finally issue a permanent barcode and library card.

Steve developed a script so that the patron record would populate with capitalized letters and had to validate most fields so that the form wouldn't submit without required fields being completed. There is a duplicate checker that checks on the patron's full name and will not allow a temporary account to be issued if there is a duplicate name. The form is not easily customized. It took a lot of scripting work to make the form look and work as well as it does, but if Java scripting is turned off in the patron's browser, the form may not work properly.

There was some patron confusion in the beginning; patrons thought they had to fill out a new account application for web access. Steve attributed that to lack of patron education on the system's part. When asked about excessive patron holds not being picked up by patrons with a temporary status, Steve hadn't noticed anything out of the ordinary. Milwaukee County Federated System used an LSTA grant to fund this product. Possibly, OWLSnet could do the same.

## 9. Adjournment

- Meeting adjourned at 12:20pm.