OWLSnet
Administrative Advisory Committee Meeting
Outagamie Waupaca Library System
July 15, 2011

Present: Rita Schiesser, Algoma; Brian Kopetsky, Michael Nitz, Colleen Rortvedt, Tasha Saecker, Catie Wylie, Appleton; Jan Atkinson, Birnamwood; Rebecca Buchmann, Black Creek; Kathy Mitchell, Clintonville; Stephanie Weber, Florence; Susan O'Leary Frick, Fremont; Carolyn Habeck, Hortonville; Maggie Waggoner, Kaukauna; Sue Grosshuesch, Kewaunee; Beth Carpenter, Kimberly/Little Chute; Pam Ellingson, Lakewood; Becky DeCloux, Lena; Adam Fullerton, Sandra Hipke, Marinette; Ann Hunt, New London; Mark Merrifield, NFLS; Peg Murphy, Oconto; Joan Denis, Oconto Falls; Evan Bend, Patty Hankey, Laura Jandacek, Rick Krumwiede, Gerri Moeller, Anne Paterson, Bradley Shipps, OWLS; Sue Vater Olsen, Scandinavia; Elizabeth Timmons, Seymour; Kristie Wilson, Shawano; Becky Rickel, Shiocton; Becca Berger, Linda Streyle, Tracy Vreeke, Sturgeon Bay; Ann Ammerman, Suring; 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 May 13, 2011](#)
   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
   - OWLS will offer Wakanheza training at the New London Public Library on August 23. There will be a morning and afternoon session offered to accommodate staff schedules. Wakanheza training focuses on making the library a safe and welcome space for the community. If you can't make the OWLS training, then please consider attending training offered by NFLS or Winnefox in the near future.
   - Lately, several envelopes have been sent to the Appleton library with just a first name on them, even though they were intended for the Technical Services department. While they eventually made their way to Tech Services, it took a while, since there are lots of people with the same name at Appleton. Anne from OWLS reminded everyone to mark interoffice envelopes with department names and staff names when sending items to OWLS/Appleton Technical Services for cataloging.
   - APL has been housecleaning and has brought extra library supplies to the meeting. The extra supplies are free for all libraries to take.
   - A recent email was sent to the circ list regarding patrons removing barcodes on games and replacing library materials with their personal games. If you didn't see the email discussion that

ensued and would like be included on future circ discussions, please contact the OWLS office to have your name added to the circ list serve.

5. Information – to be presented by OWLS and OWLSnet member library staff
   - Circulation update
     o The Itype changes are complete. We added two new Itypes, one for YA Audiobook Playaways (49) and one for Child Audiobook Playaways (59.) Several Itypes were consolidated and removed also. The new Itype list is posted on the OWLS website. Please replace your old Itype lists with the new list.
     o On July 1st, the music loan rules were changed from a 4-week checkout period to a 2-week checkout period. In addition, OWLS removed the music short loan Itypes from the system. You may still find the old music short loan Itypes on statistical reports. To determine what the material type is, remove the 100 prefix. For instance, a code of 161 is an adult music CD (61.)
     o The server went down earlier this month for a very short time - approximately two minutes. Unfortunately, it went down hard and Innovative spent several days fixing tables. The ultimate cause was a bad I.O. port (hardware) that Sun replaced promptly. We believe that all of the problems have been fixed, but if you find any additional problems, please let Gerri know.
     If the network goes down, libraries won't have access to OWLSnet. OWLS would still like to remind member libraries to keep a copy of the offline circulation instructions in a place where all library staff can easily find it.
   - InfoSoup Development update
     o Ecommerce bookmarks are ready. Evan has samples for members to take back to their libraries and show staff. We will be sending these off-site for printing. If you would like to place an order for bookmarks for your library, please sign up on the sheet Evan has created.
     o It was recommended that OWLS purchase more bags for the big books in our system. Evan investigated the options and found that the official big book bags, while very durable, cost much more than regular plastic bags. We can purchase more bags if we go with standard plastic bags. There was no preference for the more expensive bag so Evan will purchase more of the plastic bags. The OWLS big book collection will be split up and distributed at the OWLS children's librarians meeting in September.
     o The Books R Us blog is in the process of being converted into a public blog, to be completed by the end of summer. This is another great place for directors and the public to add reviews!
     o There has been a software update in the InfoSoup Memory Project program. Collection pages display a little differently when you click on a collection title. "Browse all" allows you to see everything in the collection. Also, compound objects and metadata display together on the same page.
   - Database subscription priorities
     Mark and Rick will be working together in August to prioritize database subscriptions within our system. They realized that while database priorities had been broadly mentioned at the March AAC meeting when the group was making a decision about Mango, more discussion was needed about the overall priority of our databases. While a few are concerned about losing all databases to catalog enhancements, the group agreed that catalog enhancements are equally important, if not more so. The Gale databases may need to be discontinued next. Its patron usage is low and the information offered through Gale is available in BadgerLink and other public web sources. Because Ancestory and Tumblebooks are popular databases, Gale is the next logical database to cut. Ann from Suring thanked Evan for the

link to free language material sources. Many thought Learn-a-Test should be a high priority to keep in our system. Rick believes the state will find a way to continue it in BadgerLink.

- Ebooks
  - o The [draft from the E-book Summit](#) has been released. The recommendations will be reviewed and a final version of the report will be available soon. In the draft, the committee proposed that WPLC (Wisconsin Public Library Consortium) create a bigger buying pool equivalent to 5% of the total acquisitions budget of Wisconsin public libraries, resulting in 1 million dollars to go towards increasing digital media content. The proposed amount doubles the entire funding history of this collection in the first year alone. Libraries would be responsible for 70% the first year (2012) with LSTA (Wisconsin Library Services and Technology Act) funding the remaining 30%. NFLS and OWLS will discuss this in more depth within their systems to come up with formulas and recommendations for member libraries' contributions. Member libraries commented they would welcome a system formula sooner rather later to help with their budget planning for next year, stating the August OWLS director's meeting is too late. NFLS will be recommending at their August meeting that libraries use their e-rate funding to offset the costs of their digital media contribution. Not all of the libraries use e-rate funding so this recommendation won't work for all libraries. Next week, Rick will send out a document stating the recommended maximum amount of contribution for OWLS libraries. NFLS will do the same. While the largest chunk of money will go to OverDrive, not necessarily all of it will. The buying pool created is a digital media buying pool so purchasing may involve additional vendors and various materials. You may find the E-book Summit draft to be helpful for library board discussions about funding. For more info about the digital media buying pool, sign up for the email list at WPLC.
  - o Kindle may be introducing material available for downloadable checkouts in fall. The downloads may come directly from Amazon but would go through OverDrive for checkout.
- OWLSnet membership agreements
  OWLS and NFLS are working on a new automation agreement. There was a committee meeting made up of board members from both systems. They agreed to identify and share issues, and Mark and Rick will attempt to incorporate them into a new agreement.
- Project updates
  Our LSTA projects are progressing along nicely. Shoutbomb testing has begun and the testers are receiving test texts. We should be able to move to the next step next week. We will put together a committee for the Online Patron Registration product soon. Committee members should be available to provide input but not necessarily meet regularly. If anyone is interested, please contact Gerri.

6. Decision – consensus decision or vote
   - Should OWLSnet become a development partner with Innovative for Sierra, their new integrated library system?
     - o The libraries discussed the project, using the confidential [Sierra Development Partner Discussion](#) document as a starting point. The document focused on the pros and cons of partnering with Innovative for Sierra.
     - o While NFLS and OWLS administrators are in support of this project, they feel the decision should be made by the OWLSnet libraries.
     - o While Sierra was just recently announced, Innovative has been working on Sierra for several years. The recent 2010 upgrade included several architectural changes to help prepare for the upcoming system.
     - o The new Sierra platform is a more modern system that should allow data to be extracted more easily. Our newest projects (ShoutBomb and Online Patron

Registraiton) should both work well with the new system. Our existing products, such as SAM and the self-check machines should work well also.

- o Innovative has stated the system should require minimal staff training which should make the process less disruptive to member libraries. Our OPAC (InfoSoup) will look and function the same. Innovative does offers another OPAC, Encore, but it is an additional expense and not in the budget at this time.

- o If we go with Sierra, we would be running a Sierra test system remotely while still running Millennium until we are ready to move to Sierra. There should be no pressure to go live until we feel we are ready. Innovative has had much experience with clients in test environments. OWLS staff will do most of the testing so member library staff volunteers shouldn't be necessary. Innovative has promised 100% Millennium functionality, which is an unusual claim. We think it's likely that they will be able to deliver on this. We wouldn't go live until things are working properly for us in Sierra.

- o Indianhead has signed on as a developing partner and other Wisconsin consortia are reportedly considering Sierra. As far as we know, Indianhead is the only other consortia currently signed on.

- o Moving to an ILS with a new vendor can be difficult, so this may be easier than going to a different vendor. Our relationship with Innovative is already established, and it is highly unlikely they will have something new to offer in a couple of years. 2013 is when we are scheduled to start the search for an ILS upgrade and migration. Where open source options may be available then and may cost less up front, they also may be more costly in staff time and ongoing maintenance and development. If we go with Sierra this year, we won't be looking at another upgrade in 2013.

- o Peg from Waupaca commented as libraries continue to evolve and grow, it makes sense to migrate because Millennium will no longer be developed. Rebecca from Black Creek commented this was an exciting partnership because we could add input to build what we want. Door County stated they were happy with Innovative as a vendor, and the cons discussed are very general in nature to any migration and that shouldn't deter us from moving forward. This is a good opportunity to weigh in on the final product and would be a cost savings for us.

- o We believe the beta version will be released in the fall of 2011, so a hypothetical timeline for us to go live would be sometime in 2012. Because of staff retiring in the next few years, now may be a better time to migrate than later. How will it affect OWLS staff time? There wouldn't be any new projects for next year, as this would be the new project! However, there isn't much money available for new projects anyway. OWLS will still be able to provide our current level of service to member libraries.

- o OWLS will use Network News to update the libraries about the progress. How do we need to make a decision? Do we have a vote? If so, today? **The group agreed a vote was not necessary, and the consensus was to move forward into a development partnership with Innovative for Sierra.**

- o The NFLS and OWLS boards don't know anything about this project yet so Rick and Mark will present the AAC recommendations at the next system board meetings for approval. It is not official until the system boards approve the recommendation. In the meantime, be cautious about sharing details with staff and others even after local board discussions. The partner discussion details we have discussed are confidential until after we go live. Rick will send something out after the OWLS board meeting on July 21.

- Should we continue to use ALT IDs in patron records? We discussed these at the last AAC meeting as there are approximately 10% that are entered incorrectly. ALT IDs are used as duplicate checkers. It's an attempt to duplicate the system that we used in Geac, where they were automatically generated. Unfortunately, there is no real alternative - the system can't be set up to duplicate check on the birthdate field. **The group agreed to keep using ALT IDs.** Patty will send out a list on incorrect ALT IDs to anyone that is interested in correcting the ALT IDs in their patron records.

7. Ideas submitted for discussion
   - No ideas submitted for discussion.

8. Discussion – discussion of issues that may be up for decision at future meetings
   - No issues for future meetings were discussed.

9. Adjournment
   - Meeting adjourned at 11:50am.