

**OWLSnet  
Administrative Advisory Committee Meeting  
Outagamie Waupaca Library System  
(Online – GoToMeeting) May 20, 2022**

Present: Cathy Kolbeck, Algoma; Nicole Casner (online), Tasha Saeker (online), Owen Anderson (online), Appleton; Rachel Hitt, Black Creek; Jamie Hein, Clintonville; Rebecca Buchmann (online), Morgan Mann (online), Door County; Steph Weber (online), Florence; Ann Stearns (online), Fremont; Shannon Stoner (online), Gillett; Robyn Grove (online), Iola; Angela Schneider (online), Kaukauna; Carol Petrina, Kewaunee; Nicole Lowery (online), Lakewood; Michelle Best, Aubrey Laux, Little Chute; Rachel Pascoe (online), Lena; Ellen Connor, Lyn Hokenstad, Manawa; Amy Commers (online), Marinette County; LeAnn Hopp (online), Marion; Ann Hunt, New London; Lori Baumgart (online), John Kronenburg (online), Tracy Vreeke, Hannah Zima (online), NFLS; Kristin Laufenberg (online), Oconto; Amy Peterson (online), Oconto Falls; Amanda Lee, Bradley Shipps, Liz Kauth (online), Molly Komp (online), Chad Glamann (online), John Wisneski (online), Debbie White (online), OWLS; Sue Vater Olsen (online), Scandinavia; Elizabeth Timmins, Seymour; Kristie Hauer, Shawano County; Shay Foxenberg (online); Shiocton; Jill Trochta (online), Suring; Patsy Servey, Waupaca; Kelly Kneisler (online), Weyauwega

**1. Call to Order and Introductions**

The meeting was called to order at 9:30 AM and Amanda went through roll call.

**2. AAC Ground Rules & online meeting etiquette**

**3. Minutes of the March 18, 2022, AAC meeting were approved.**

**4. Announcements**

- a. APL Move Update: Tasha updated the group about the moving process and expected opening. This is the final day of work before opening on Monday, May 23<sup>rd</sup>. They're in good shape for reopening. The original expected move time was three weeks and they only went over by a couple days. They used a great moving company, Boulevard Relocation Services, who worked with them every step of the way and were proficient with disassembling and reassembling the shelves.

The network connection with the city took longer than expected.

APL received over 11,000 items from WALTCO and checked everything in in a single day! They're hoping to be able to get all 8,000+ items returned on Tuesday, May 24<sup>th</sup>. They are already filling pick lists for other libraries and will start filling their own holds next week.

They will wait until after opening to install the security cameras and put up signage. They do plan on having a grand opening June 6<sup>th</sup>.

Ellen asked if they brought the AMH with them. Tasha said they disassembled it and put it in storage but did not reassemble it at the temporary location. They will assemble it at the newly renovated building because they don't have room or a book drop that drops directly onto the AMH. They have a large external book drop that can hold up to 1,200 items.

Rebecca asked if they have a book waiting to be sent to fill a hold, can they send it now? Owen said, yes.

OWLS will be adding APL back as a pickup location Sunday night or Monday morning. Suspended holds also expire on Monday, so paging/fill lists will start growing Monday. We expect Monday and/or Tuesday they will be quite large and start dwindling from there.

We said we were going to wait until APL reopens at the temporary location before increasing the hold limit to 50. Amanda will plan on doing that on Thursday to give paging/fill lists time to calm down before potentially ramping them up again.

- b. Door County Director: Amanda announced that Dominic Frandrup has been hired as the new director of Door County. He starts in June. You may remember him as the Assistant Director of Waupaca.
- c. Patsy announced that WAU is still accepting applications for the director position.
- d. Bradley announced that OWLS is still accepting applications for the Consulting & Outreach Librarian position.

## **5. SARPA Grant Ordering**

Hannah from NFLS updated everyone on the space needs grant. They received approval from DPI to move forward and that the project received an extension. Initially they had to purchase everything by June, but they received a 6-month extension. Hopefully everyone will have their items by summer. The Demco order has been submitted and they are hoping to get a delivery schedule from them soon. Items will be shipping directly to the libraries, and they should be contacting libraries directly if there are any issues. Hannah added that they're hoping there aren't too many changes in budget and if there are, it can be absorbed with the grant funding. She will know the final numbers soon.

Sue asked if libraries were asked to review their orders? Hannah said that she reached out to those who needed to. If a library didn't hear from her, then their order was under the \$3,000 limit. She may need to reach out moving forward if there are price increases for products.

Ellen asked if the delays were from DPI or particular to our project? Bradley answered that it was specific to DPI, Wisconsin, but not our joint project.

## **6. App Selection**

Amanda addressed the group on the work of the App Committee thus far. At the March AAC meeting it was decided that the system development project this year should be an app. A committee has been formed to evaluate catalog apps. It created an evaluation matrix to score each product based on demos. There have been 4 demos, but only 3 may meet the system's needs. The committee plans on having one more meeting to review the evaluation matrices, discuss the options, and agree upon a product. They will make a recommendation to AAC in July.

Kristin asked if there were any strong contenders. Amanda said so far there seem to be two that can do most of what we need: myLIBRO and Capira. We will have to wait and see at the next committee meeting how they are leaning.

If anyone has questions, comments, or suggestions in terms of the app consideration, please email them to Amanda.

## **7. Vote to recommend a 2% increase in OWLSnet Fees**

OWLSnet is proposing a 2% increase in OWLSnet fees. Bradley noted:

- We have not increased OWLSnet fees in over 5 years.
- OWLS and NFLS allocated an additional \$50,000 in system funds to the OWLSnet budget in 2022.
- Costs are increasing in general. In particular, we have been warned by other systems to expect a steep increase in our cyber security insurance.
- A 2% fee increase likely will cover only part of the annual cost of a catalog app.
- We would likely need another modest fee increase in 2024

The vote passed. Bradley will bring this to the board to vote in June. It most likely won't change. Sue added that it is well worth it!

## **8. Vote to increase the checkout limit to 150**

The proposal under consideration is whether OWLSnet should raise the maximum checkout limit to 150 items with caps on certain materials outlined below. Libraries may choose to set limits lower than these maximum numbers.

- Print materials: 150
- Media: 50
  - (Audiobooks, Music CDs, Videos, Videogames, Playaways)
- In house circ, laptops, musical instruments, passes, hotspots: 1

- Everything else: 150

Amanda reviewed the feedback and questions from the March meeting.

- Some felt that most patrons don't get close to the current 75-limit checkout and this increase isn't necessary.
- Some felt that the higher AV limits was a concern, while others welcomed it.

Questions asked include:

- Are the limits for format for each format or combined? For example, can a patron check out 50 audiobooks and 50 DVDs or 50 total media items? Amanda answered that the limit is for each format. Meaning, a patron could check out 50 audiobooks and 50 DVDs, but no more than 150 items total.
- Can the limits to formats be overridden? Can a patron check out a laptop and a hotspot together even though the limit is one? Hotspots and laptops are different media codes, so they should be able to check out one of each without overriding; however, staff should be able to override in CARL-X if needed (but not in Connect).
- If a library wants a checkout limit less than 150, and how would that work? Amanda said libraries can have lower caps on checkouts. OWLS will just need to put it into the system.
- If one library has a lower limit, but the patron travels to a library with a limit of 150, how many items will the patron be able to check out? The limit is tied to the checkout location, not the patron's home agency. They will be able to check out 150 items.
- How does a library know what their limits are? Those who already have a lower limit, OWLS will contact you when we're ready to start putting it in the system to verify with you what you would like your limits set to.

The vote passed. Amanda will send out an email when the limits have been updated in CARL.

#### **9. Vote to increase the standard loan period for media/av materials**

OWLSnet should have a 14-day standard loan period for media/AV materials and a 7-day short loan period for high demand media/AV materials.

During the March AAC meeting, the group discussed loan periods for language learning materials and DVDs. The discussion evolved into extending loan periods for all AV material. No consensus was reached.

Discussion included the following questions and feedback:

- Rachel asked if the short loan will be automated just like it is for books. Amanda answered that it is not automated. OWLS will still send out a report of what should be short loan and what should no longer be short loan.
- There was some concern about being able to manually change a due date to extend loan periods on language learning materials. Bradley assured that staff will be able to manually change a due date.
- Amy asked if the goal was to have longer loan periods for TV series? Bradley added that in general what we would be doing is making the loan period for media longer except for short loan. Nothing is getting a shorter loan period; most things are getting a longer period. But high demand items would stay the same. We wouldn't have two separate rules for regular movies and series because it would be too difficult to separate them on a system level.
- Many agreed that the longer loan periods will be a nice change for those rural patrons who travel farther to get to the library.

The vote passed. OWLS will work on entering the new loan periods into CARL.

Bradley added that next Wednesday, OWLS will be having an open house from 1 – 6pm. Please stop by and see us if you're able!

**10. Adjourn at 11:34am**