OWLSnet
Administrative Advisory Committee Meeting
Outagamie Waupaca Library System
(Online – GoToMeeting) September 17, 2021

Present: Cathy Kolbeck, Algoma; Nicole Casner, Tasha Saeker, Owen Anderson, Appleton; Rachel Hitt, Black Creek; Jamie Hein, Clintonville; Rebecca Buchmann, Linda Streyle, Shauwn Rosendale, Dawn Taylor, Tina Kakuske, Door County; Stephanie Weber, Florence; Melissa Krause; Fremont; Robyn Grove, Iola; Angela Schneider, Ashley Thiem-Menning, Kaukauna; Carol Petrina, Kewaunee; Holly Selwitschka, Kimberly; Nicole Lowery, Lakewood; Michelle, Katherine Freund, Little Chute; Amy Peterson, Lena; Ellen Connor, Manawa; Karin Adams, Marinette County; LeAnn Hopp, Marion; Ann Hunt, New London; Lori Baumgart, John Kronenburg, Tracy Vreeke, NFLS; Joan Denis, Oconto Falls; Kim Cackowski, Oneida; Amanda Lee, Bradley Shipps, Liz Kauth, Molly Komp, Evan Bend, John Wisneski, OWLS; Sue Vater Olsen, Scandinavia; Elizabeth Timmins, Seymour; Kristie Hauer, Shawano County; Shay Foxenberg; Shiocton; Peg Burington, Waupaca; Kelly Kneisler, 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 July 16, 2021, AAC meeting were approved.**
4. **Announcements**
    a. The November AAC meeting date has changed so it doesn't fall during WLA. It will now be November 12th at 9:30am, online. At this meeting, Amanda will ask that everyone give a little longer introduction since there a lot of new people and we haven't seen each other in over a year and a half.
    b. Molly has sent out 2022 calendars. Please fill them out and EMAIL them back to Molly by the Nov AAC meeting
    c. Welcome to Karin Adams, the new director at Marinette County.
    d. OWLSnet Automation agreements need to be signed and sent back to either Liz or Bradley, no later than October.
    e. Homework hotspot lab contracts have been renewed for both OWLS and NFLS. Libraries can continue to check these out. Holly at NFLS is the person to contact about hotspots. You can request them at https://www.nfls.lib.wi.us/hotspot.html
    f. Sue asked that staff remember to place the short loan stickers in the appropriate place, next to the item barcode.
5. **Reviewing Teacher Cards**

    We recently had a CARL Conversation about teacher cards and heard feedback they weren't necessarily living up to their potential and could be improved. Right now, it is a library's decision to issue teacher cards, it is supplemental to the patron's personal card

(so the teacher is responsible for any fines or bills), and the cards are stored at the issuing library. They are available to Pre-K and K-12 teachers, homeschooling parents, and childcare providers who live or work in an OWLSnet municipality, but they must live in Wisconsin.

If it is agreed that we should update this procedure, we would form a committee with volunteers from libraries and bring the proposal to AAC. Amanda asked for feedback on how teacher cards are working, if you have any concerns, and whether you think we should update this service.

Many felt that having to keep the teacher card at the library is frustrating for staff and their workflow. Especially since CARL can't link accounts like Sierra could. Also, hold slips all start with "TEACHER" as the alias and staff don't know which teacher the items are actually on hold for.

Bradley reminded the group that teachers don't have a physical card because they are only allowed to check out at their home agency. But if this is no longer valid, it can be revisited.

Many felt that keeping the card at the library is no longer valid; there shouldn't be any more restrictions on checking out materials at one branch. Making teachers jump through hoops to get the materials they need is a deterrent to the program. The idea of having a separate teacher card that looks different from the regular cards could be an option. Teacher cards are being policed too much and the group thinks the procedure should be updated.

The option for Institution cards came up but some felt that having one card per school would be hard as well, considering how many teachers would be using it and trying to keep track of materials by classroom. Another idea was to have teacher cards be fine free and as flexible as possible.

Bradley added that we're not able to make the cards themselves fine free seeing as each library board decides the fines. We would need to have every board agree on no fines for teacher cards. While it is not out of the question for every board to approve this, it is more likely that each library will make a decision on whether the cards should be fine free.

Amanda will send out an email asking for volunteers for a committee to configure a new teacher card procedure. As of the end of the meeting, Holly, Ashley, Ellen, and Owen have volunteered.

6. **BiblioCommons Update**

   Evan presented the latest information on how BiblioCommons is waiting on a patch from TLC, to fix a coding error. We expect this, hopefully next week (September 20th).

We are still looking at September 27th as the launch date but that will depend on if either TLC or BiblioCommons will need more time.

The InfoSoup homepage will have a big link to the catalog and a help link for getting registered. We're trying to get as many users to the new catalog and registered so we can answer any questions that come up. If patrons and or staff do run into any issues, please email us and indicate which catalog you need help in. If there are patron type issues, please send those to OWLSnet Help and bib or record issues please send to CatHelp. If you are unsure, then please send to OWLSnet Help.

Peg asked if OWLSnet is the first with TLC to use BiblioCommons. Evan answered that OWLSnet is the second. Contra Costa County was the first but they use their own server while we are hosted, which is part of the issue. BiblioCommons doesn't have as much experience with TLC as they do with Innovative and Sirsi.

Currently the "About the Author" section of some records is showing as gibberish text. Evan explained that the information is coming from Baker & Taylor as part of the cover art subscription, and BiblioCommons is misreading it. Evan has tried to work with both vendors about this but neither has taken responsibility to fix this, which leaves us stuck at the moment. Every library using anything other than Syndetics is having this issue, so we're hoping they can fix it.

Rebecca asked if we need to be less concerned with what is linking and not linking in TLC Discovery since moving to BiblioCommons? Evan answered yes, we would spend less time in CARL Discovery and fixing those errors, since it will be a lower priority.

Evan then briefly talked about the In-Library Configuration Options. He had sent out the document and posted it to the OWLS website. Libraries can choose to use this if they'd like, and if they do and don't end up liking it, it can always be changed back. Please send Evan an email as to which way your library would like it.

Lori asked what is the best way to share staff book lists on the library's website? Evan replied that it depends on your library website but the easiest would be to copy the book covers as an image and paste it with a title and then link to the list.

Evan also talked about Admin cards. OWLSnet will create an account for each library that will allow them to resync, unlock, unregister, and/or take over a patron's account. Ellen asked if libraries could use the admin card as a staff designated card for making lists, etc.? Evan said yes. The library could change the UserName on the account to reflect that it is being used publicly by the library for sharing lists and reviews.

Karen asked if branches would get an admin card or just the main branches? Evan answered that it would most likely be up to the workflow of the library and the director's decision. He's not sure how often it will be needed so it's hard to give a

recommendation. Bradley added that libraries need to consider security with the shared admin cards and staff turnover. PINS would need to be changed when staff leave.

7. **Preview of ARPA grant application and timeline**
Bradley presented the details of ARPA funds that flow through IMLS to DPI. This does not apply to any municipal ARPA funding. There is a 2-step application process for the competitive categories, and pre-applications are due mid-October. Grants will be awarded sometime in November and the funds must be spent by June 30, 2022. The final reporting will be due in August 2022. Please watch for the email because applications are due before our next meeting.

Holly asked if Outagamie County libraries would want to meet to discuss ideas to collaborate on a grant proposal? Bradley thinks this is a great idea and will most likely call a meeting of all OWLS directors when the guidelines come out. But we will need to move fast so please pay attention to your emails.

Ellen asked if anyone would be interested in a system wide offering of Mental Health First Aid to our communities? Bradley said this sounds like a great idea and does fall under community resilience. The minimum grant is $50,000. Hannah at NFLS will make a Google doc for brainstorming ideas across both systems. There is no need to wait for guidelines to come out if anyone has ideas now, they can send them to Bradley or Tracy.

8. **Adjourn**

The meeting adjourned at 10:53AM.