



## **WRLSWEB Network Advisory Committee Meeting**

April 18, 2013 2:00pm – 4:00pm

Sparta City Hall, 201 West Oak St., Sparta, WI

Minutes

Members: **Alma** - Marie Marquardt, **Arcadia** – Jen Losinski, **Black River Falls** – Muriel Gunderson, **Blair** – Kris McNamer, **Cashton** – Jill Bjornstad, **Coon Valley** – Karen Bernau, **Elroy** – Mary Waarvik, **Ettrick** – Jody Hanneman, **Galesville** – Meredith Houge, **Hillsboro** – Deb Lambert, **Kendall** – Lynette Vlasak, **La Crosse County** – Chris McArdle-Rojo, **La Crosse Public** – Kelly Krieg-Sigman, **La Farge** – Rita Wachuta-Breckel, **Mauston** – Bridget Christenson, **Mondovi** – Arin Wilken, **Necedah** – Cathy Williams, **New Lisbon** – Deanna Rosier, **Norwalk** – Jeanne Rice, **Ontario** – Laurie Erickson, **Sparta** – Peggy Klein, **Trempealeau** – Jessica Schoonover, **Viroqua** – Lisa Widner, **Westby** – Cindy Brown, **Wilton** – Gina Rae, **WRLS** – Kristen Anderson, **Wonewoc** – Kim Dearth

Guests: Charles Clemence, Deb Dagnon, Randy Dagnon, Jen Feske, Rochelle Hartman, Alan Mask, Marcia Sarnowski

**I. Meeting called to order:** the meeting was called to order at 2:00pm.

**II. Roll call and introductions:** Roll call was taken as above.

**III. Approval of minutes** from the February 14, 2013 meeting: *Motion by Cindy Brown, seconded by Lynette Vlasak, to approve the minutes of the February 14, 2013 meeting, as corrected. Carried.*

**IV. WRLSWEB financials:** Kristen Anderson gave members the opportunity to ask questions about the general ledger reports showing the capital and operating funds balances.

### **V. Housekeeping**

- a. Deletion of bibs without items (D. Dagnon): On April 7, AutoGraphics deleted over 32,000 bib records without items which had been migrated from Horizon. These included over 1100 reserves which were deleted from patron records. Within the next week, Deb will send lists of the deleted reserves to individual libraries so these can be replaced. A batch deletion of 2000 records is planned for this weekend. None is newer than six months. A question about how to respond to the notification of a last bib record ["Delete? Yes or No?"] was raised. Members are

advised to continue their current practice for now. Deb will issue a recommended response after she has considered the pros and cons of responding “Yes” or “No”.

- b. Review of billing process for damaged items (Clemence): Following some questions about handling the billing process for damaged items, it was discovered that libraries were using different procedures for this process, and moving damaged items among locations. Several members volunteered to be on a committee to develop a standard process: Charles Clemence [WRLS], Jen Feske [La Crosse LPL], Karen Bernau [Coon Valley]; and Chris McArdle Rojo will appoint a La Crosse County Library staff member. For now, members are advised to not check in a damaged item, until payment has been arranged with the borrower.

## **VI. System cards for non-WRLSWEB libraries**

- a. Benefits of entering these into the shared database? (Informational/discussion only): the original purpose of issuing the system cards to non-WRLSWEB libraries was to enable access to all system libraries; now the card is also used to authenticate patrons for access to OverDrive. Currently three libraries depend on WRLS for this authentication; the other three are working on arranging direct authentication for their patrons.

The question is whether these cards should continue to be issued. It is a large time commitment for WRLS staff to enter the patron data. Members would prefer to have these patrons apply for a card from a WRLSWEB library.

- b. “Home” location for non-WRLSWEB library patrons: at the October 11, 2012 NAC meeting, the members voted to assign non-WRLSWEB library patrons to the largest closest WRLSWEB library, for the purpose of handling the costs of mailed notices of reserves and overdue items. Sparta Free Library has felt the greatest impact from this decision, and requests that this be changed. To save programming costs and further discussion time, Kelly Krieg-Sigman volunteered to return to the previous process of having these patrons be assigned to La Crosse PL, as a short-term solution.

*Motion by Kelly Krieg-Sigman, seconded by Laurie Erickson, to change the home location for non-WRLSWEB patrons to “La Crosse Public Library, patron resident in WRLS”, until a better technological solution is found. Carried.*

If a nonWRLSWEB patron comes into a WRLSWEB library to check out materials or request items for ILL, the home location should be manually changed in the applicable patron account field to that WRLSWEB library, not LPL.

**VII. Update on rental collections in WRLSWEB:** The Strum PL has introduced a rental collection of ten DVD titles; they also have a freely available copy of each title. The rental copies are displayed in the catalog; they may not be requested or shared, they are to be checked out from, and returned to, Strum. While the display for these items looks slightly different from a non-rental item, patrons may still be confused about why a title listed as “available” may not be requested. A list of the DVD titles will be sent out so libraries know which these are. If a rental title is mistakenly returned to another library, it may be scanned, and a transit slip will be issued, for return through the bins as usual. It was noted that

other libraries in the state have rental collections; the Portage County Library in Stevens Point has rental collections of books and movies.

### VIII. Autographics Illuminar

- a. Attorney review of AG contract (Krieg-Sigman): Since Dave Goldfein signed the original contract while a staff member of La Crosse PL, Kelly took the AG contract, which expires December 31, 2013, to the La Crosse City Attorney for review. She reports that he found grounds for material breach of contract; however, it is not in anyone's interest to pursue legal action against AG. We are required to give 60 days' notice of our intent to terminate the contract; this should be sent to AG by November 1, or any time prior to that date. The contract is in effect through December 31; we should expect that they will provide assistance until then. Kristen distributed several copies of the contract and will send digital copies to any members who are interested.
- b. Release deadline and plan moving forward: AG did not meet the March 31 deadline to issue its latest release. Kelly and Kristen have met to discuss possible vendors; they will need more time to get cost figures. Vendors are reluctant to provide a price estimate, without the opportunity for a demonstration. A statewide technology survey, prepared by a Wisconsin library system, listed all systems and their ILS vendors. Currently three – Innovative, Polaris, and SirsiDynix – seem capable of meeting the needs of WRLSWEB. The plan is to bring in each of the three for a day-long demonstration, and then arrange a webinar with a library currently using that product, to get their impressions. One library director commented that their patrons and staff like Illuminar.

*Motion by Peggy Klein, seconded by Cindy Brown, to begin making investigations beyond AutoGraphics, with the vendors Polaris, Innovative, and SirsiDynix. Carried.*

Further discussion ensued about how to structure the investigation process. Any interested member may be part of the review activities, but they must commit to attending all three demonstration events in order to cast a vote for the new system. The demonstration events will consist of a general overview in the morning of how the system performs with regular library operations, followed by a demonstration in the afternoon of specific modules (e.g. acquisitions, compatibility with collection agency software), for those libraries which will use these. The webinar featuring each system in use at a Wisconsin library will be scheduled as closely as possible after the demonstration event.

A timeline is being prepared documenting all AG deadlines, promises and payments and will be shared with all member libraries.

Alan reported that our data should transition smoothly to a new platform, and AG should be able to do the move.

Kristen will send a list of the ILS vendors listed in the statewide technology survey to all members. Once they have the list, members are encouraged to begin looking at the public catalogs of libraries using the three vendors who will be approached, to evaluate their features. They are also encouraged to ask their peers in other systems for their frank appraisals of the ILS they are using, and to make notes about what they would like to see demonstrated at the events.

*Motion by Kelly Krieg-Sigman, seconded by Karen Bernau, to proceed with arranging one-day demonstrations, with one half to be a general demonstration, and one half to be specific module demonstrations, and half-day webinars with libraries using the software; in order to vote, members must attend at least the three half-day general demonstrations. Carried.*

- c. Saving Illuminar reports for historical purposes (D. Dagnon): Once we leave Illuminar, circulation statistics will be lost. Members should save reports as a file online (save into an Excel file when they are run), or print them to paper, or both. Deb will send out a list of the reports people should print and/or save, with brief instructions on how to do this. Deb and Kristen are working on a process for saving the data needed for the annual reports.
- d. Weeding in preparation for next steps (Mask): As preparation for the next migration, members are advised to weed their collections, the corresponding item records, and review their patron data for a purge to be done before the switch to a new system. Members should be careful of purging patrons with no circulation history, they may be using their cards for internet and OverDrive access only. AG will have to do the purge for us; Deb and Alan will talk with them about preparing the process, which will likely involve going back three years. Members are encouraged to look at the status of items in Trace, Damaged, etc. and do as much record cleanup as possible. Fewer records mean the new system costs will be lower. Deb and Kristen will investigate training for libraries who want to do an inventory before the switch; WRLS is able to supply some machines for help with this. Marcia will be available to assist any interested libraries with weeding.

In other business, Peggy Klein invited any interested members to contact her about establishing a pool of substitute help and part-time staff people, which could be shared among area libraries.

**IX. Next meeting date:** June 13, 2013

**X. Adjournment:** Motion by Laurie Erickson, seconded by Jeanne Rice to adjourn the meeting. The meeting was adjourned at 3:35pm.

Respectfully submitted,

Marcia Sarnowski