OWWLDAC Agenda January 3rd 2025

Communications and Reports 10:03 CALLED TO ORDER

Approve OWWLDAC Minutes from November 1, 2024

> It was noted that there is a misspelling of the name Renate under section 2 of the Evergreen Advisory Committee Report. (Jessica DeMarte made a motion to accept the November Minutes with the correction. Shamika Fusco Seconded the motion. All were in favor: Motion Passed)

System Report

- 2024 System Satisfaction Survey (Ron Kirsop briefly presented on the survey results. For more information, refer to the OWWLdocs link.) It was also noted that Legal update language related to human resources policies should and can be adopted by libraries into their handbooks as written. No changes apart from library names need to be made to them.
- System Board Liaison Report (None)

Old Business: None

New Business

- Administrative Items

1 Appoint Jessica DeMarte to fill the unexpired term of OWWLDAC Liaison, Wyoming County (Grace)
(Grace Frenzel made a motion to appoint Jessica DeMarte as the OWWLDAC Liaison for Wyoming County to fill the unexpired term. Margo Prak seconded the motion. All were in favor: Motion Passed)
- 2 Advocacy Day - February 5, 2025 in Albany (Ron) Ron is currently scheduling meetings with legislators such as local Assemblymen and Senator Helming, who will meet with him. Some directors will also be able to attend the pre-advocacy day events. Meeting days and times will be posted by Ron. There will be morning meetings followed by the rally in the well at 12:00 Ask Ron for more information. NYLA Advocacy Priorities include Freedom to read Act, Construction Aid, and Library funding. Also check NYLA'S Website.
- 3 System and Member Library Relationship Policy Update (Ron)
    - New Policy: Email Account Policy - Details System email account creation, deactivation, and rules for @owwl.org email accounts.
- 4 Brand Usage Policy Update (Ron) The system removed OWWL2Go branding and added the following clarifying language, "Logos may not be used on clothing or merchandise by any individuals or groups other than authorized System staff members." It was recommended that system libraries use local/ own brand logos that they have developed. When producing these, make sure you have the copy written ownership of the design and give this information in writing to anyone outside of your organization, doing design work for your organization.
- 5 Niche Academy (Ron)
    - Trustee Academy - All Trustees have been invited. Trustee orientation will be getting a 2 hour orientation. Trustee Bookclub meeting are on the Academy. Plenty of content will be available.
    - Director Academy - Will contain Trustee Academy items and Staff Academy Items. Lots of information
    - Staff Academy - Will be created in 2025. This is in the works for the year. Compliance trainings will be available for emails and patron privacy and confidentiality. How to use Zimbra email orientations etc..
    - Training for Systems Access Policy
    - Training for Zimbra/Email

- 6. Evergreen Chrome profiles and saved passwords (Dan / Bob)
- Two problems we continue to encounter: Signing into Chrome profiles (recommended against) and password saving (specifically prohibited by Systems Access and Confidentiality of Library Records policy)
- We'd like to float the idea of blocking password saving and form autofill on shared computers.

- o   Also considering other options, like moving all Evergreen usage to Firefox or another dedicated browser.
    - o   <u>Conversation Summary</u>: There have been issues with Evergreen profiles saving passwords to logins or other sites. The System suggests that steps be taken to prevent passwords from being saved on shared computers prevent autofill and auto login to sites. Password managers are recommended for shared computers, where several staff members are using the computer. Keypass is suggested. Due to system policy and data breach policies, libraries are on their own if something happens to the data. Libraries not following good practices for data security are jeopardizing the data and will be open to lawsuits in the event of breeches. Active Director Log-ins are isolated computers.
    Their solution for reducing incidents will be enacted in the near future, but not quickly and most likely will be initiated on a library by library basis. This is going to affect "chrome" profiles.
    - o   <u>There were no objections to the proposed solutions, and System Staff assured us that they will work with us to make this transition as seamless as possible.</u>

Evergreen Advisory Committee (EAC) Items

1. Displays, programs, and book clubs using other libraries' items (<u>supporting materials: are included in the packet</u>)

- o   Circulation data on renewal overrides and due date edits (data: 10/31/2024)
- o   Displays, programs, and book clubs survey results

Policy: (For Discussion)

- o   Ideally, libraries should be in contact with each other about the use of materials for programs. Additionally, alternatives to using other libraries' items are encouraged, including:
    - o   Consider setting aside a portion of a collections budget to be used for purchasing items that can supplement your planned displays.
    - o   Print cover images for other libraries' items and include a QR code for placing items on hold
    - o   Create a supplemental digital display using Aspen lists
- o   If use of other libraries' items is needed, libraries must use staff accounts to place holds for book clubs, displays, and other programs. Then, the library must check out the item to the staff account. In the absence of the owning library's express permission, the borrowing library must adhere to all other policies on due dates, renewals, etc. For example, if the item is unable to be renewed at the end of a standard loan period because it is needed for other holds, the library must return the item.
    - o   Libraries should still avoid requesting new / hot titles and holiday items.
    - o   For displays, libraries should ensure that items are available for patrons to check out.
    - o   For the purposes of programs, it's reasonable for staff to override the hold limit.
    - o   Libraries have the option not to pull a hold for the pull list if they see that the hold has been placed for another library's staff account.

    Additional items:

- o   This will encourage communication between libraries to negotiate lending for displays, programs, and book clubs.
- o   The System will adjust reports so circs or holds for accounts with a patron type of "Administration" are not counted.
- o   To facilitate bulk use of other libraries' items (such as Newark's WARE collection), the System will adjust the circ library of items for loan periods of longer than a month.
- o   The System will create a report for each library that details when their items have had due date extensions, renewal overrides, hold shelf extensions, or hold shelf expirations.

    Survey Summary: Margo Prak went over the survey results and shared data from the to the group: The synopsis was that <u>most library's don't minds if the items are borrowed on an Evergreen staff account and used in normal parameters. It was preferred that some effort be made to contact the other libraries, if you are using the items for longer that the current circ policies etc. Also let other library know if you will not fill their hold requests for items.</u>

- o **Related Discussions and Conversation Summary and Key points:**
  Is there be a way to create a book club "patron" account that will have special rules for circulation? Yes or no? This doesn't seem to be the right way to go.
- o It is a good idea to manage loan periods and to contact the other libraries via emails; however it seems like too much leg work for the time being.
- o Should we wait and see if it resolves the issues and resolves in 6 months?
- o Can reports to police this issue be created and shared with the directors. Yes: It can be made to cover both your own activities usages and other libraries usages/activities.
- o A monthly report will be created to facilitate the concerns around the loan periods.
- o If book clubs set the due date to the date of the discussions as long as it is within the nine week loan period anyway. This seems acceptable; however it was noted that there should be a clear display rule circulation rule set with time frame for loans.

2. Home library / issuing cards

Stacy Wicksall moves we pass the policy as presented below. Tanya Taylor Seconded the motion. <u>The Motion failed</u>. A new motion was made by Jessica DeMarte to include only the first three points of the policy, excluding the fourth. The motion was seconded by Anne Brown. All were in favor: the motion passed.

Supporting materials:

- o Report on OOS usage of OverDrive (data: 11/22/2024)
- o Library-by-library breakdown of patrons by service area (data: 12/19/2024)

Policy:

- o Libraries must issue cards to any In-system patron who does not already have an OWWL card. Patrons are allowed one OWWL account only. Issuing cards to out-of-system residents is at the discretion of individual libraries.
- o Libraries should get to decide if they assign themselves as the patron's home library or another library as determined by stat cats. By default, the home library is the library that issues the card. If a library would prefer to issue cards and change patrons' home library to the appropriate library as determined by stat cats, they may do so and should adopt a local policy delineating their process for issuing cards.
- o Libraries should always be required to honor requests to change home library for patrons in their service area.

Possible additional policy bullet point. If this bullet point is not included, there would not be any system-wide guidance on home library changes, but libraries could still make their own determination as to whether to allow them:

- o A patron's home library cannot be changed unless the patron moves to a new service area.
  - o <u>Discussion:</u> At registration the patron chooses the home library, or defaults. Home library assigns circs, users, emails, and hoopla and overdrive. Checkout is based on location, charges on checkouts. You can limit access to specific collections but, only by changing home library.

3. Quote for Quipu
See supporting materials:

- o eCARD
- o eRENEW
- o These are totals -- they'd have to be divided up, most likely weighted somehow
- o Quipu quote: $31,160 for implementation / first year, then $8,660 for subsequent years
- o Price good until mid-May, then would go up to minimum $42,000 implementation / first year, $9,000 subsequent years

- Quote is for both eCard (registration) and eRenew products (online renewal). If we were only interested in eCard, it would be $16,830 implementation / first year, $4,330 subsequent years
- Workflow would still need to be figured out

Conversation Summary: This will mean libraries would have to chip in for the cost. All 42 libraries must opt in. We will need to decide how the costs would be distributed. It was suggested by Ron Kirsop that the costs could be calculated using the same matrix and parameters as the OWWL cost share calculation.
Cost breakdowns will be generated with both options for the pricing scale.

4. Checkout limit

- Recommend removal of policy / technical limitation. But, libraries may set limit as local policy. If there is a limit, it should be enforced or overridden equally.)Joe O'Toole make a motion to approve the removal of this policy. Shelia Koeberle seconded the motion. All were in favor: the motion was approved.)

5. Adjust to Zero permission

Recommend removal of this permission (Moves that we remove this permission in the Evergreen software. (Joe O'Toole made the motion, Jessica DeMarte seconded it. All were in favor. The motion passed.)

6. No changes currently recommended

- No removal of self-registration
- No recommended changes to policy to disallow self-registration from out-of-system patrons
- No changes to current age-based hold protection (return to in a year)

<u>Central Library</u>
<u>1.   No Report</u>

Outreach & Program Updates (Refer to OwwlDocs)

- FY2026 State Aid for Library Construction
- 2025 OWWL Libraries Accessible Collections Support <u>Application closes today!</u>
- 2025 One Book, OWWL Kids Due next Friday!

Upcoming Workshops

Discover Windows 11: Features, Tips, and Personalization Tuesday, January 21 @ 10am (online) OR Thursday, January 23 @ 2pm (online)
OWWL Libraries Mock Caldebery Friday, January 24 @ 10am (in-person)
State Aid for Library Construction Info Session Tuesday, January 28 @ 5pm (online)
Storytime Stuff with Kathy MacMillan Friday, February 7 @ 10am (online)
Notary Public Training Tuesday, February 25 AND Tuesday, March 4 @ 5:30pm (online)
2025 Summer Reading Workshop Friday, March 21 @ 9:30am (in-person)

Next Meeting

March 7, 2025 - Newark

May 2, 2025 - Geneva

Adjournment: (Margo Prak made a motion to adjourn the meeting. The motion to adjourn was seconded by Jessica DeMarte. All were in favor: Motion Passed)

System Library Directors Present	System Library Directors Absent
Anne Brown WAL	Frank Sykes GPL
Kim Iraci WIL	Lisa Gricus WAR
Elizabeth Bowley CLY	Christine Green AHILL
Roxanne Roscup SOD	Jody Glaser BLI
Paytan Mann BRI	Becky Mann SS
Leslie Reyman LIMA	Patricia Galbraith NUN
Rachael Aycock BLO	Felicia Cecere ATT
Rebecca Connolly CAS	Tammy Hopkins PIK
Jenny Goodemote CAN	Fernanda Astiz MM
Phil Trautman CS	Tim Niver VIC
Erin Robinson WADS	Renate Goff CAL
Roxanne Roscup SOD	
Tanya Taylor NEW	
Elizabeth Bowlby CLY	
Lydia Dzeidzic ARC	
Jessica DeMarte PER	
Jorden Schieder RJ	
Ruth Freier GOR	
Shelia Koeberle PAL	
Stacey Wicksall MAC	
Tracey Whitney MAR	
Grace Frenzel AVO	
Jessica Winum NAP	
Payton Mann BRI	
Shamika Fusco LIV	
Dan Bish PHE	
Joe O'Toole LYO	
Janelle Speca HPL	
Patti Alexander RC	
Margo Prak DAN	
OWWL System Staff Present	
Ron Kirsop OWWL	
Piety Exley OWWL	
Kelsy Hibbard-Baker OWWL	
Suzanne Macaulay OWWL	
Kathryn Riedener OWWL	
Kelly Nemitz OWWL	
Bob Wicksall OWWL	
Daniel Guarracino OWWL	