

WILO Coordinators Meeting Minutes

November 14, 2008
Kansas City Art Institute
9:30 a.m.

Present: Logan Wright and John Oyler, Saint Paul School of Theology; Kathleen Finegan, Avila University; M.J. Poehler, Kansas City Art Institute; Craig Kubic and Rusty Tryon, Midwestern Baptist Theological Seminary; Ted Ostaszewski and Judy Rice, Metropolitan Community Colleges; Kenette Harder, William Jewell College; Laurie Hathman, Rockhurst University.

I. Agenda Review

II. Minutes from May 9, 2008 (thanks M.J. Poehler; see MCO web site at <http://mco.MOBIUS.missouri.edu/filemanager/fileview/3397/>).

The minutes were approved.

III. New Business

1. Dates for Next Meetings (Release December 12, 2008?)

Previously scheduled for: Dec. 12, 2008, at William Jewell; May 8, 2009, at MCC-Longview

December meeting has been rescheduled to Friday, February 13, 2009. Location will remain at William Jewell College.

2. Meeting Protocol Proposal

- a. Always meet as scheduled
- b. Designated host library will negotiate accommodations either on-site or another site
- c. Each coordinator takes responsibility for attending or sending alternate who can vote
- d. Need majority of sites (5 out of 7) for voting
- e. Exception for inclement weather

The proposal was approved.

3. Book Cover Images from Library Thing in WILO OPAC (proposed by Avila)—Kathleen Finegan will investigate the details of this and report back at the February meeting.

4. Review Files. Note WILO Review Files NOT to be used: 56 and 87. Logan will suggest to MCO that they always keep these files named for MCO so they will not be used by another institution.

5. Printing Spine Labels from Millennium. Cluster Decision: Enable Print Templates? (proposed by KCAI) See III Manual # 104056 Print Templates

Used for customized printing of Purchase Orders, Monographic Labels, Hold Slips, ArticleReach Paging Slips, Routing Slips, and Transit Slips. See [Printing With Print Templates](#) and [Print Templates Settings](#) for more information.

Jenni McSpadden from KCAI explained their need to implement this feature. Some WILO libraries use this to create their spine labels while others use OCLC. This was approved to implement as long as there is no detrimental effect on existing templates.

6. Discussion of e-Reserves (see III Manual # 101422; proposed by KCAI)— Electronic Course Reserves is a family of products that enable a library to provide reserve material to patrons without placing a physical item on reserve. M.J. Poehler will investigate this module of Millennium for possible

costs and whether it is implemented on the site or cluster level. Rockhurst, Avila and William Jewell share a subscription to Docutek ERes. Some institutions are using course management software to provide documents to students. Media Manager is already available in Millennium and could be used to offer access to documents. Password protection has to be turned on. Documents could be stored on the WILO server or a persistent link could be used to point to the document on institutional servers.

IV. Old Business

1. Cluster Lost Book Charge (confirm changes made? \$65 + \$10 processing)—All sites have made this change as approved to begin in August.

2. WebPAC Pro Update—Lynne Edgar had created on the staging server some of the initial ideas for the redesign of the catalog. Since she has left MOBIUS Adrienne Detwiler has taken over her projects. Logan talked to Adrienne, who hopes to start working on the redesign in January.

3. SCAT Table Update—Logan has finished the LC expansion of the Statistical Category Table. This table allows circulation statistics to be run by call numbers and categories. The statistical report gives a percentage of overall circulation as well as the raw number. If a library doesn't circulate something in a call number range that range will not display on the report.

The Dewey libraries (Avila, MCC, William Jewell and Midwestern Baptist) will review the Dewey table before the February meeting. If categories are assigned to call number ranges this would enhance the comparison of circulation data between the LC and Dewey libraries. Logan is going to send each institution the reports he created for each site.

4. WILO Rep to MACPAC needed (volunteers or suggestions)—John Oyler from Saint Paul School of Theology volunteered to be the WILO MACPAC rep. This is the MOBIUS Annual Conference Planning Advisory Committee.

V. WILO Meetings

1. WILO Access Services (Next meeting sometime after the MAAC meeting this month)
2. WILO Catalogers (Next meeting December 11, 2008)
3. Library Directors/Managers Meeting (Next meeting December 5, 2008)

VI. MOBIUS Meetings

1. MOBIUS Executive Committee (Next meeting January 16, 2009)
2. MOBIUS Council (Next meeting February 6, 2009)
3. MCAG MOBIUS Coordinators Advisory Committee (Next meeting March 2009)
4. MAAC MOBIUS Access Advisory Committee (Next meeting November 18, 2008)
5. MCDAC MOBIUS Catalog Design Advisory Committee (Next meeting unknown)
6. MERAC (Next meeting February 10, 2009)
7. MOBIUS Collection Management Advisory Committee (Next meeting unknown)
8. MOBIUS Task Force on the Website (Next meeting unknown)
9. MACPAC MOBIUS Annual Conference Planning Advisory Committee
(Next meeting unknown)
10. MOBIUS Task Force on the Financial Plan (Next meeting unknown)
11. MOBIUS Task Force on Strategic Planning (Next meeting unknown)
12. MOBIUS Public Libraries Task Force (Next meeting unknown)

VII. MOBIUS/MLNC News—The task force on a possible merger is gathering information.

VII. News from the Campuses

Midwestern Baptist Theological Seminary—The Ph.D. program was approved and the first class has begun. Construction is taking place on new student housing.

Metropolitan Community College-Each campus has a new FEMA building for tornado safety. Each campus is using the building for a unique purpose. Due to budget issues each campus library has seen a decrease in its budget this year. Some campuses have experienced increased enrollment, while others have seen a decrease.

Avila University—The campus entrance is under construction.

William Jewell College-Enrollment is down this year. The library budget will have a decrease.

Rockhurst University—Freshman enrollment is down but graduate enrollment is up. The library budget has seen a decrease for the second year in a row. Two new technologies were added by the library to assist in collection development: YBP and OCLC WorldCat Collection Analysis.

Next meeting: February 13, 2009, 9:30am at William Jewell College

VIII. Adjourn