



V-Cat Meeting Minutes

Thursday, June 15, 2017 9:30 a.m.
Marathon County Public Library, 300 N. First St., Wausau, WI

Call to Order and Announcements:

S. Bedroske called the meeting to order at 9:35 a.m. Roll call was taken and a quorum was present.

Members Present:

V. Calmes, S. Bedroske, F. Albrecht, T. Hall, E. Clarkson, E. Schwartz, C. Hart, V. Roberts, E. Brewster, M. Dunn, C. Celestina-Smith, T. Miniatt

Via Go To Meeting: K. Metzke, C. Huston, J. Beloungy, and M. Sepnafski.

Also Present:

L. Mayer, C. Luebbe, M. Derpinghaus, R. Hitt, I. Christman, A. Mroczenski, and A. Hamland.

Absent:

L. Petersen excused. R. Wenzel (C. Smith proxy), M. Stachowiak (C. Luebbe proxy), K. Heiting (T. Hall proxy), J. Jochimsen (T. Hall proxy), and T. Blomberg (E. Clarkson proxy). M. Taylor, M Gobert and Antigo representative absent.

Approval of the Agenda:

M. Dunn moved to approve the order of the June 15, 2017 V-Cat meeting agenda, V. Roberts seconded. Motion carried.

Approval of the November 3, 2016 Minutes:

V. Calmes made a motion to approve the April 13, 2016 V-Cat meeting minutes as amended with M. Dunn absent with E. Schwartz as proxy, E. Brewster seconded. Motion carried.

V-Cat Financial Report:

- I. Christman presented the financials in the new Quick Report format and asked for questions. There were no questions.

M. Dunn made a motion to approve the V-Cat Financial Report, T. Hall seconded. Motion carried.

Bibliographic / Interface Committee:

V-Cat Bibliographic/Interface Committee Chair Chris Luebbe, updated the Council on the following:

- **“On the Fly”** (C. Luebbe)
 - Formerly known as “Fast Adds” on Horizon software, the template will be changed to Sierra language as “On the Fly.” A brief item record is created at the time of check out and attached to the respective libraries bibliographic record to be revised at a later date. Step-by-step instructions will be distributed to libraries and posted to WVLS.org.
 - C. Luebbe noted that the instructions are written for the master templates created by WVLS. Luebbe reviewed the master item templates in Sierra and noted that libraries can use the master template created by WVLS or customize their own template.
 - C. Luebbe demonstrated the revised “On the Fly” instructions and how to find each library’s “On the Fly” bibliographic record.
- **Cataloger’s Retreat**
 - C. Luebbe outlined the agenda for the August 10th WVLS Cataloger’s Retreat and asked that each library send a cataloger.
- **Subject Headings – Removal of Duplicates Project**
 - I. Christman noted that she and A. Mroczenski attended Innovative SQL training where they learned about different SQL statements to accomplish different tasks.
 - A. Mroczenski has been cleaning up records with duplicate subject headings. Libraries can help by watching for duplicates when they import a record using Z39.50 records and removing the duplicates as part of the editing process.

Cooperative Circulation Committee Report

- **Holds Process Update**
 - I. Christman presented on behalf of M. Stachowiak. The Cooperative Circulation Committee is creating a FAQ on V-Cat holds processes. The Cooperative Circulation Committee chairs are still collecting topics for the committee to review. The Committee will review existing training documents on the website.

Sierra Software Upgrade:

- I. Christman reminded the group that the Sierra software upgrade will take place Monday night June 19th after 9:30pm. Libraries should leave staff computers logged into Sierra and restart Sierra on Tuesday morning, June 20, 2017, one computer at a time. Libraries may use the active stations to check in and check out items as staff computer stations are restarted. Libraries should make sure to clear the jar cache on staff Sierra stations before the update.
- I. Christman outlined the corrections and new features in the 3.1 Sierra update.
- **E-Commerce Update (OS Upgrade and June 30th Deadline)**
 - The Sierra 3.1 update is important to maintain e-commerce pay flow security measures. Libraries should send in help tickets if they notice any problems.

Other Sierra Topics:

- **WILIUG (Wisconsin Illinois Innovative Users Group)**
 - I. Christman attended the spring conference in Franklin, WI. She was re-elected as a representative on the WILUIG Steering Committee.
 - This conference included a half-day session on Linked Data.
 - I. Christman co-hosted a Circulation Forum where Sierra Circulation tips were shared.
- **PLSR Project ILS Workgroup Update**
 - A PLSR Steering Committee retreat is scheduled for July where work group modules will be evaluated in addition to human resources and administrative topics.
 - I. Christman encouraged libraries to visit the PLSR website PLSR.info to review workgroup models and to submit feedback.
 - This process is moving along and it is very important for libraries to provide feedback.
- **Notices**
 - I. Christman apologized for the error in processing teleform patron notices in April. WVLS understands how important the patron teleform system is and how it affects customer service. E. Brewster noted the importance of notifying libraries when any WVLS system is unavailable. I. Christman reminded libraries to sign up for the email and text notifications through the LibrariesWIN Status Update page.
 - E. Schwartz suggested the Cooperative Circulation Committee review existing V-Cat guidelines regarding how long items should be on the holdshelf the current setting of 7 days or 10 days.
 - E. Schwartz noted teleforms use the first phone number in a patron record notice field. Schwartz also asked which phone number format is standard practice. Parentheses and dashes do not affect teleforms. The phone number field requires an area code.
- **Other Sierra Topics**
 - S. Bedroske noted she had been getting message that “the server is not responding.” E. Brewster mentioned that the problem could be WIFI issues or issues with the hard-wired internet connection. V. Roberts mentioned that Sierra is very sensitive to internet connectivity. C. Celestina-Smith mentioned that holds reappeared on a hold list the day after she processed them.
 - I. Christman asked when these issues started. Attendees noted the issues began within the last three weeks. Attendees noted a time lag while typing in emails.
 - I. Christman recorded which libraries were experiencing issues.
 - E. Brewster gave an update on unfilled holds. Three Lakes staff had placed holds on items in processing that were never filled. Brewster and Christman have sent these examples to Innovative.
 - E. Brewster noted the Lego Mindstorms kits are awesome but the kits require computers or a laptop for use. Everything comes unassembled so libraries should request the kits in advance to prepare.

Announcements:

- M. Dunn is retiring at the end of July so this is her last meeting. D. Litzer retired at the beginning of June. Congratulations to both Mary Dunn and Don Litzer for their years of service. Mary and Don will be missed.
- Happy Birthday Ann Mroczenski.

Request for September 7, 2017 Agenda:

S. Bedroske asked for items for the September 7, 2017 V-Cat meeting agenda. No agenda items were suggested.

Adjournment:

V. Roberts moved to adjourn the meeting. E. Schwartz seconded. Motion carried. The meeting adjourned at 10:59am.