

V-Cat Meeting Minutes

Thursday, December 4, 2014, 9:30 a.m.

Marathon County Public Library, 300 N. First St., Wausau, WI

Call to Order:

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

Members Present:

E. Grunseth, C. Taylor, V. Calmes, M. Gobert, S. Bedroske, K. Heiting, K. Metzke, E. Siverling, B. Schemenauer, A. LaRoche, E. Schwartz, M. Taylor, J. Gustavson, S. Lehr, V. Woods-Roberts, C. Huston, J. Beloungy (via GoToMeeting), E. Brewster, M. Dunn, C. Celestina-Smith, L. Peterson.

Also present:

A. Mroczenski, I. Christman, B. Krombholz, M. Sepnafski, S. Stevens, D. Litzer, M. Stachowiak, L. Giordano, K. Wegner, T. Bobrofsky

Absent:

D. Korenuk, C. Lemerande, T. Blomberg

Approval of the Agenda:

C. Taylor moved to approve the order of the December 4, 2014 V-Cat meeting agenda. K. Heiting seconded. Motion carried.

Approval of the October 2, 2014 Minutes:

E. Schwartz moved to approve the October 2, 2014 V-Cat meeting minutes. K. Metzke seconded. Motion carried.

V-Cat Financial Report:

I. Christman asked if there were questions on the V-Cat financial report documents distributed in advance of the meeting. M. Dunn asked whether the negative \$5,739.50 for "Software Maintenance" was a concern, and if the funds for this item would come out of the contingency fund. I. Christman replied that this item would be handled by the V-Cat Steering Committee as part of the 2016 budget. C. Taylor moved to approve the financial reports and summary as presented. M. Taylor seconded. Motion carried.

Bibliographic / Interface Committee:

S. Stevens indicated that the Bib / Interface Committee is investigating discovery layer options for the online library catalog, but these are often very expensive. The committee will contact several discovery layer vendors to set up demonstrations and get price quotes. S. Stevens also announced that B. Krombholz is working on a 'new materials' script that will give patrons better options for viewing their libraries' latest acquisitions.

S. Stevens announced that the committee is planning cataloging training sessions that will take place in the first quarter of 2015. Also, the committee is considering whether more V-Cat libraries will be allowed to use Z39.50 for cataloging. I. Christman added that the training will cover the new RDA cataloging standards. Members of the council expressed disappointment that smaller libraries were unable to use Z39.50 for cataloging; I. Christman replied that cataloging using MARC alerts continues to be the quickest and easiest option for smaller libraries. M. Gobert asked how many MARC alerts remain unprocessed to date; A. Mroczenski replied she is about a month behind (not including pre-publication records) and about 500 records are currently in process.

S. Stevens asked those who work with Z39.50 and MARC alerts to make sure the bibliographic records they work with include appropriate material types; otherwise, Sierra won't display the correct icon for these records. S. Stevens asked the council to consider whether additional icons should be created to differentiate between material types, and if so, send this information to the Bib / Interface Committee.

I. Christman noted that our database is due to be re-indexed by Innovative to improve library catalog search results, and new fields are being considered for inclusion in the index. V-Cat members will be updated when this process is scheduled for completion.

I. Christman noted that it is increasingly common practice for libraries to subscribe to third-party services for maintaining authority records in the library catalog, and that options for doing this for V-Cat are being investigated. This also should improve catalog search results, add well-structured RDA data, and enable the library catalog to work better with a discovery layer. I. Christman indicated that there are funds available from recent changes to V-Cat's OCLC subscriptions that could be used to fund this project, and she asked for a vote of approval on this.

M. Gobert requested that Bib / Interface meetings be held before or after V-Cat Council meetings in order to make it easier for some V-Cat members to attend. S. Stevens recommended that future meetings be hosted by WVLS with remote attendance made possible by GoToMeeting, and she added that all V-Cat members are welcome to attend.

C. Taylor moved to allow WVLS to use approximately \$20,000 leftover from OCLC subscription changes, plus \$5,000 annually from the contingency fund, to establish a third-party authority record maintenance service for V-Cat. K. Heiting seconded. Motion carried.

A. Mroczenski noted that because all V-Cat libraries are under the same OCLC symbol now, a plan is needed to signal which items are the first and last on their records. A. Mroczenski asked everyone to add an "f" or an "l" (for first and last) to items' Item Code 2 fields to accomplish this. She will email everyone when they should start doing this.

A. Mroczenski called attention to the Statistics function in Sierra. There are several useful reports under this option that will run January 1. Everyone can access and download these reports.

Cooperative Circulation Committee Report:

C. Taylor noted that some libraries have been requesting other libraries' items to put them on display. She said the Cooperative Circulation committee discussed this issue and recommends a vote on whether "display status should only be used for your own library materials." K. Heiting so moved. A. LaRoche seconded. Motion carried.

There was a general discussion of whether libraries can decline requests for items they want to keep in-house (due to seasonal or temporary popularity) and how quickly these holds would move on to another library if declined. There was general agreement that this was acceptable, but typically only as an exception. I. Christman will investigate and report how long it takes for a declined hold to move on to the next library.

There was a general discussion, initiated by C. Taylor, of the Hold Priority settings in Sierra and how they might be fine-tuned to improve courier efficiency – e.g. by prioritizing holds from neighboring libraries to reduce the amount of distance and time items must travel via courier to fulfil the holds. It is unclear, though, how the courier's route might affect this efficiency, especially if all items are routed via Wausau in any case. Several members noted there may yet be benefits to keeping holds prioritized within certain counties to affect cross-border borrowing numbers. Further questions about the courier should be addressed to A. Hildebrand in the WVLS office.

In advance of the Innovative holds consultation scheduled for early 2015, C. Taylor asked for input from anyone who has thoughts on how holds might be handled better or questions about how holds are currently working.

C. Taylor noted that a training document -- "Marking billed items for batch check-in" -- has been created and added to the WVLS website.

C. Taylor asked the group to consider whether the phone notices schedule should be extended to include Saturday based on a request by Marathon County Public Library. Currently, phone notices are sent 9:00 a.m. to 8:00 p.m., Monday through Friday. E. Schwartz seconded. Motion carried. C. Taylor noted that the system would only deliver a library's notices on Saturday if library staff prepared and submitted the notices on that day.

C. Taylor asked the group to consider whether to increase the maximum number of holds a patron may have outstanding from 75 to 100. S. Stevens noted this would be especially helpful for patrons who tend to put holds on many items long before they are published. E. Schwartz moved to extend the hold limit from 75 to 100. Seconded by M. Taylor. Motion carried. The representatives from Neillsville, Greenwood and Wesboro voted 'nay' and collectively provided the opinion that patrons already request more items than they have time to use, and extending this limit would make this worse.

C. Taylor noted that bills for overdue or lost items are printed on separate pages according to the library that owns the item, such that one patron could receive several bills instead of one consolidated bill. I. Christman said that WVLS is working with Innovative to resolve this issue and will report any possible solutions in the future.

There were questions from several members of the group regarding the text of email notices and whether these could be customized to contain links to the catalog or elsewhere. I. Christman noted that any requests for changes to these notices should be sent to support@wvls.org.

C. Taylor asked for an update on implementing Innovative's E-Commerce product to allow patrons to pay their fines online via credit, debit or PayPal. I. Christman said that WVLS is investigating the suitability of a local bank or a state-level bank to handle these payments for V-Cat. The intent would be to receive all online payments into a single account managed by the bank and accessible to WVLS, and that WVLS would handle distributing these funds to individual libraries as appropriate. C. Taylor noted that V-Cat may need to set a minimum transaction amount, but this will be dependent on how the bank calculates the processing fee.

[WVLS / V-Cat Steering Committee:](#)

Stacy Stevens noted that there will be a steering committee meeting in the near future.

[Other Sierra issues:](#)

I. Christman asked for a round of applause for M. Dunn for serving as the 2014 V-Cat chairperson and thanked all committee chairs and members for all of their efforts.

I. Christman announced that the 2015 IUG Conference (Innovative Users Group) will be held in Minneapolis in April 2015. V-Cat has budgeted funding to send a WVLS representative – either I. Christman or B. Kromholz – to this conference, and WVLS will send an additional representative. I. Christman asked whether the group would like to send a third representative from V-Cat. The anticipated cost to send a group of three would be \$1,500, including registration, hotel rooms, transportation via car, etc. V. Roberts stated she would like to be the third representative. S. Stevens indicated that E. Schwartz would be attending, funded by T. B. Scott Free Library, but would like to share costs if possible. The group agreed to fund sending V. Roberts to IUG as the V-Cat representative.

I. Christman asked whether there was any discussion of the 2015 V-Cat Council meeting schedule distributed at the last meeting. For the August meeting at the Tomahawk Public Library, M. Dunn indicated that there wouldn't be enough room for tables in the meeting room, and that she hoped everyone would be comfortable sitting in chairs without a table. E. Brewster noted that the meeting in April was right before Easter and spring break, and that she was worried about scheduling difficulties. No changes were made to the schedule.

J. Klingbeil noted that there have been reports of several patrons unable to access the online catalog, and he suggested this could be due to a change made to our installation of Sierra by Innovative in response to a recently-discovered security vulnerability (the POODLESSL3 vulnerability). Older browsers on older computers – often Internet Explorer 6 on Windows XP – are unable to connect to Sierra in a secure fashion anymore, and as a result, the connection fails. Additionally, over the next year, more patrons using older, less-secure technology to access the online catalog are likely to experience errors. Questions about these issues should be directed to support@wvls.org.

J. Klingbeil acknowledged that there have been issues with the VPN (virtual private network) used to access Sierra from outside networks (e.g. from home). He noted that the VPN is not a supported service, but since so many people are

using it, WVLS will be working to make it a supported service that is more reliable. For now, there is a new address to use to access the VPN, and this will be distributed by email.

J. Klingbeil announced that the WVLS support ticket system hasn't been working properly since November 19, and that this was just discovered and fixed. The net result is that WVLS replies to support tickets were not delivered successfully. WVLS staff will re-send these replies over the next few days. Libraries with questions about their open tickets should email support@wvls.org.

J. Klingbeil announced that the Raspberry Pi pilot program – i.e. using compact, inexpensive computers as library catalog kiosks – was not meeting all expectations. WVLS will look into using Android mini PCs to fulfil a similar purpose.

D. Litzer recommended creating a list of “minimum requirements” for patrons to be able to access the online catalog.

M. Gobert asked whether there were any year-end processes of which libraries should be aware. I. Christman said most of these processes would be handled by WVLS, including the running of statistics, updating year-specific fields in item records, and deleting location codes. B. Krombholz added that requests for changes to location code labels would be handled at the end of the year as well.

M. Dunn asked whether WVLS would supply annual reports data again this year. I. Christman said yes.

M. Taylor asked about courier surcharges. I. Christman stated that starting in 2015, courier services would be paid for by WVLS and not V-Cat. Questions about courier should be directed to the WVLS office.

M. Stachowiak noted it is common practice to put “damaged item” notes over the barcodes of returned items to alert the owning library at check-in. However, the Marathon County Public Library uses RFID tags for check-in, not barcodes, and as such, if a barcode is inside the back cover of a book, notes placed over these barcodes are likely to be missed.

M. Stachowiak noted that the process of sending email notices to patrons sometimes results in an error when the email address in a patron's record was input incorrectly. MCPL staff will correct obvious email address errors for its own patrons, but they avoid changing the records of patrons who belong to other V-Cat libraries. M. Stachowiak wondered whether a process should be created to handle these. C. Taylor agreed it could be discussed by the Cooperative Circulation committee.

C. Taylor noted that changes to item records in the Sierra staff client have not been synced with the online catalog for the last few weeks, including the New York Times best-seller lists. I. Christman indicated that WVLS staff will look into this.

T. Bobrofsky, WVLS board president, conveyed greetings from recently-retired Judy Bobrofsky, former director of the Loyal Public Library. He also noted that the V-Cat Steering Committee has the same members as last year, and Alice Sturzl is its chairperson. T. Bobrofsky also conveyed greetings and thanks from WVLS board for the cooperation and efforts of all V-Cat libraries.

Adjournment:

Jo Ann Gustavson moved to adjourn the meeting. E. Brewster seconded. Motion carried. The meeting adjourned at 11:35 am.

SUBMITTED: 3/10/2015

BEN KROMBHOLZ, RECORDER