

# V-Cat Meeting Minutes

Thursday, February 5, 2015, 9:30 a.m.

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

## Call to Order:

K. Metzke called the meeting to order at 9:30 a.m. Roll call was taken and a quorum was present.

## Members Present:

C. Taylor, V. Calmes, M. Gobert, S. Bedroske, D. Korenuk, K. Metzke, C. Lemerande, E. Siverling, B. Schemenauer, A. LaRoche, E. Schwartz, M. Taylor (via GoToMeeting) , J. Gustavson, V. Roberts, T. Blomberg, J. Beloungy, E. Brewster, M. Dunn, C. Celestina-Smith, L. Peterson, E. Schwartz.

## Also present:

A. Mroczenski, K. Adams Wendt, B. Krombholz, S. Stevens, D. Litzer, M. Stachowiak, L. Giordano, S. Cherrywell, L. Meyer

## Absent:

K. Heiting (proxy J. Gustavson), S. Lehr (proxy L. Peterson), C. Huston (proxy A. LaRoche), E. Grunseth

## Approval of the Agenda:

C. Taylor moved to approve the order of the February 5, 2015 V-Cat meeting agenda. M. Dunn seconded. Motion carried.

## Approval of the December 4, 2014 Minutes:

J. Gustavson moved to approve the December 4, 2014 V-Cat meeting minutes, with corrections: (1) remove the word "an" from page two, paragraph four, line one; (2) correct the spelling of K. Wegner's name on page one. E. Siverling seconded. Motion carried.

## V-Cat Financial Report:

K. Metzke asked if there were questions regarding the V-Cat financial report documents distributed in advance of the meeting. C. Taylor moved to approve the financial reports and summary as presented. S. Bedroske seconded. Motion carried.

## Nominating Committee (part 1):

M. Dunn, as chairperson of the Nominating Committee, announced the appointment of C. Taylor and E. Schwartz to the nominating committee. K. Metzke noted that this committee would meet during the break in this meeting.

## Bibliographic / Interface Committee:

S. Stevens noted that the Bibliographic / Interface Committee met on January 14, 2015, just prior to the Sierra upgrade to version 1.2.3, and that I. Christman had been working on getting revised quotes from authority control vendors for RDA conversion and the addition of Lexile information to the V-Cat library catalog. S. Stevens stated she contacted one of these vendors (Backstage) to get a list of libraries using their services, contacted some of these libraries, and summarized their experiences with Backstage in a report to the committee. Another vendor, Marcive, was not contacted because V-Cat has used their services in the past, and the committee is therefore more familiar with what they have to offer.

S. Stevens reminded the group that any V-Cat library staff members who use – or would like to use – Z39.50 for cataloging must watch a two-hour webinar, "Book Format Cataloging with RDA," before attending either of two cataloging workshops in March. Optionally, the webinar will be shown after this meeting at 1:00 p.m. in the WVLS Office. The Indianhead Federated Library System created this webinar and was willing to share it with WVLS members. The webinar may be viewed at <https://vimeo.com/user17962125/review/99271980/5c4cbce4c3>. The workshop

probably will take place in the afternoon on March 18 and in the morning on March 19; the exact dates and times will be confirmed soon.

S. Stevens indicated that the next Bibliographic / Interface Committee meeting will take place later in February, but the exact date and time have yet to be decided.

#### Cooperative Circulation Committee Report:

C. Taylor noted that the Holds Consultation with Innovative that had been scheduled for January has been postponed and will be rescheduled soon.

A member of the group asked whether the WebPAC is now properly synchronizing with item records (as was not the case and was noted at the last V-Cat Council meeting), and C. Taylor replied that it is. Another question posed to the Cooperative Circulation Committee regarding the procedure for handling “incorrect emails” in a standard way; C. Taylor said this would be discussed the next time the group met.

#### WVLS / V-Cat Steering Committee:

S. Stevens noted that the WVLS / V-Cat Steering Committee would meet February 10, 2015, 9:00 a.m. to noon. She also reminded the group that Steering Committee members are appointed by the WVLS Board of Trustees, and that an updated list of this committee’s members has been circulated by email and is posted on <http://wvls.org>. There was a brief discussion about two-way communication between member libraries and their county representative(s) to the Steering Committee.

(Break)

#### Nominating Committee (part 2):

M. Dunn announced that the Nominating Committee had selected A. LaRoche for the next V-Cat chairperson for 2016. K. Metzke asked for other nominations; there were none. The group approved the nomination of A. LaRoche.

#### Other Sierra Issues:

B. Krombholz distributed a handout on “Sierra Loan Rule Assignment” and gave a brief explanation of the factors Sierra uses to determine which loan rules are assigned to items upon checkout.

J. Klingbeil explained that, over the next year or two, the latest versions of most popular Web browsers would start to show error messages and eventually block access to websites that use older versions of SSL (Secure Socket Layer) – a method of secure communication between computers connected to the Internet. WVLS is taking steps to ensure that the WebPAC will not be adversely affected by this change, but library staff should be aware that patrons might experience difficulties accessing other websites due to these changes. To help library staff explain these changes to patrons, WVLS will create a handout and distribute it to V-Cat member libraries.

J. Klingbeil noted that, as Internet-connected devices and Web browsers get older, eventually, patrons might experience difficulties connecting to the WebPAC – as well as other websites. Upgrading the operating system and Web browser on these devices may help mitigate the effects of these changes. J. Klingbeil added that no version of Internet Explorer is recommended for use in our system, in general, because of its many security flaws. Members of the group shared techniques for getting patrons to use alternative browsers, including helpful signage, renaming the preferred browser’s icon “Internet,” etc.

J. Klingbeil announced that there would be a “Tech Days” series of workshops April 22-24, 2015, co-hosted by WVLS and other library systems in the state. More details will be announced soon.

There was general discussion of how libraries are handling the distribution of tax forms and booklets this year since the IRS is not supplying libraries with many of these. Some libraries have chosen to catalog and circulate the main tax booklets. Others are making copies available for in-house use only. Some libraries are offering handouts, webpages

and/or dedicated workstations with links to the online versions of these forms and booklets, plus information on how to order printed versions thereof for personal use.

B. Krombholz and J. Klingbeil distributed copies of a WVLS staff contact list, including emergency contact information for use outside of normal business hours. This list is not for public distribution for privacy reasons, so it will not be posted online; however, it is always available upon request.

D. Litzer presented and solicited feedback on a fundraising project he is working on with the T. B. Scott Free Library friends group, featuring the sale of commemorative pens made from a century-old elm tree that had to be removed from the library's property.

S. Stevens mentioned that Sierra seems to count the change of an item's due date as a renewal, and therefore is inflating circulation statistics. This phenomenon is especially noticeable for interlibrary loan items since most libraries change these items' due dates manually as a matter of course. B. Krombholz noted that the renewal count in an item's record does not increment when the due date is changed as long as it is changed during the initial checkout; however, the renewal numbers seen in Web Management Reports do seem higher than expected, suggesting the two do not record renewals in quite the same way. Innovative and WVLS is researching this issue to see if it can be corrected. Several members of the group wondered whether these extra circulations mattered in the grand scheme of things; others insisted this is a gross misrepresentation of true circulation.

Members of the group expressed various concerns about the accuracy of statistics generated by Sierra and Web Management Reports, especially in the context of today's economy and increased scrutiny on library performance and funding, often measured in terms of circulations.

S. Stevens and D. Litzer expressed frustration with the time necessary to generate reports in Sierra and process them for practical use. Other members of the group expressed similar frustrations, and a distrust of the results produced by custom reports crafted via the Sierra Create Lists. Some members recalled the speed and simplicity of running certain reports in Horizon compared to Sierra, though others noted Horizon offered fewer reports, less powerful options for creating custom reports, and questionable output in some cases.

M. Dunn noted that vacation holds sometimes seem to "get stuck" and require a phone call to the owning library or other actions to send these items on their way to the patrons who have requested them. Similarly, she mentioned that she has noticed irregularities in other holds that require similar efforts. C. Taylor agreed in general, and noted that Antigo Public Library reviews the "View Outstanding Holds" report in Sierra for situations like these on a weekly basis.

#### [Adjournment:](#)

V. Roberts moved to adjourn the meeting. L. Peterson seconded. Motion carried. The meeting adjourned at 11:45 am.

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SUBMITTED: 3/20/2015

BEN KROMBHOLZ, RECORDER