



## V-Cat Meeting Agenda

**Thursday June 7, 2018**

**Wisconsin Valley Library Service – Meeting Room**  
**300 First Street - Wausau WI, 54403** 9:30 am – 12:00 Noon

**Type of Meeting:** V-Cat Council Meeting  
**Meeting Facilitator:** Erica Brewster, Chair

**GoToMeeting:** Please join my meeting at: <https://global.gotomeeting.com/join/314709357> You can dial in using your phone:  
 +1 (408) 650-3123 Access Code: 314-709-357 **Please Notify K. Schulz by Tuesday, June 5 if attending via Go-To- Meeting.**

Time	Meeting Item Description	Presenter	Action Required
9:00 – 9:30	Coffee & Conversation		
9:30 – 12:00	Call to order	Erica Brewster	
	Roll call	Kyle Schulz	
	Approval of the order of the agenda	Erica Brewster	Vote
	Approval of the April 12, 2018 minutes	Erica Brewster	Vote
	V-Cat Financial Report	Kyle Schulz	Vote
	2019 V-Cat Budget	Kyle Schulz	Vote
	<b>Bibliographic/Interface Committee Report:</b> <ul style="list-style-type: none"> <li>Update from the May 24, 2018 Meeting</li> <li>Request for List of Catalogers</li> <li>New Members</li> </ul>	Kyle Schulz	
	<b>Cooperative Circulation Committee Report:</b> <ul style="list-style-type: none"> <li>Circulations Committee Project Update</li> </ul>	Kyle Schulz	
	<b>Other Sierra Topics:</b> <ul style="list-style-type: none"> <li>IUG 2018 Update</li> <li>ILS Review Committee</li> <li>Online Fines Payment</li> <li>Other Sierra Topics</li> </ul>	Kyle Schulz Kyle Schulz Kyle Schulz V-Cat Council Reps	
	Request for September 6, 2018 agenda items	Erica Brewster	
	<b>Upcoming Meetings:</b> <ul style="list-style-type: none"> <li>V-Cat Council Meeting September 6, 2018</li> </ul>		

This agenda has been sent to the official newspapers in Clark, Forest, Langlade, Lincoln, Marathon, Oneida, and Taylor counties. If you are unable to attend this meeting, call Kyle Schulz at 715-261-7257 or e-mail: [ils.admin@wvls.org](mailto:ils.admin@wvls.org) by noon, June 5, 2018. Proxy notifications must go to Kyle Schulz and Erica Brewster.

Any person planning to attend this meeting who needs some type of special accommodations in order to participate should notify the WVLS office at 715-261-7257.

# V-Cat Meeting Minutes

Thursday, June 7, 2018 9:30 a.m.

WVLS Headquarters, 300 N. First St., Wausau, WI



## Call to Order and Announcements:

E. Brewster called the meeting to order at 9:30 a.m. Roll call was taken, and a quorum was present.

## Members Present:

J. Jochimsen (Abbotsford), D. Frandrup (Antigo), V. Calmes (Colby), T. Hall (Loyal), K. Roesler (MCPL), E. Clarkson (Medford), E. Schwartz (Merrill), C. Hart (Neillsville), L. Petersen (Owen), V. Roberts (Rhinelander), T. Blomberg (Rib Lake), E. Brewster (Three Lakes), H. O'Hare (Tomahawk), and C. Celestina-Smith (Westboro).

**Via GoTo Meeting:** K. Heiting (Granton), K. Metzke (Greenwood), M. Taylor (Minocqua), C. Huston (Stetsonville), and T. Miniatt (Withee).

## Also Present:

L. Mayer (Neillsville), M. Derpinghaus (MCPL), K. Schulz (WVLS), A. Hamland (WVLS), A. Mroczenski (WVLS), and J. Klingbeil (WVLS).

**Absent:** S. Schmidt (Crandon), S. Bedroske (Dorchester), R. Wenzel (Gilman) with E. Clarkson proxy, F. Albrecht (Laona), J. Belongy (Thorp) with K. Metzke proxy.

## Approval of the Agenda:

V. Calmes moved to approve the order of the June 7, 2018 V-Cat meeting agenda, T. Hall seconded. Motion carried.

## Approval of the April 12, 2018 Minutes:

D. Frandrup made a motion to approve the April 12, 2018 V-Cat meeting minutes with the following edits: T. Blomberg as Vice-Chair and A. Mroczenski was absent. K. Roesler seconded. Motion carried.

## V-Cat Financial Report:

- K. Schulz presented the monthly financials for March and April 2018 and a cumulative January-April report. There were no questions.

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

## V-Cat Budget 2019:

- K. Schulz noted the 2019 draft budget includes the 2018 budget column to allow for comparison between 2018 and 2019. There were no questions.
- K. Schulz reviewed line items in the 2019 draft budget and explained the E-Commerce Transaction fees line item was new as of 2018. V-Cat will be covering the first \$1,000 of transaction fees, WVLS will cover any transaction fees above \$1,000.
- M. Derpinghaus noted MCPL is working on debit-only payment as debit-only cards are currently not accepted by e-commerce.

D. Frandrup made a motion to approve the 2019 V-Cat Budget, E. Clarkson seconded. Motion carried

## Bibliographic / Interface Committee:

K. Schulz updated the Council on behalf of V-Cat Bibliographic/Interface Committee Chair Chris Luebbe, on the following:

- **May 24, 2018 Scheduled Meeting**
  - The Bibliographic Committee met on May 24, 2018 but quorum was not met. There was discussion about agenda items, but no decisions were made.
- **New Committee Members**
  - E. Brewster announced that M. Taylor (Minocqua) will no longer be serving as a member and Carol Wendorf (Merrill) will also be stepping down. E. Brewster appointed H. O'Hare and E. Clarkson as new members. Current Bibliographic/Interface Committee members include: C. Luebbe (MCPL), M. Pregler (Antigo), P.

Schmidt (MCPL), Debbie Valine (Rhineland), Heidi O'Hare (Tomahawk), E. Clarkson (Medford), A. Mroczenski (WVLS), K Schulz (WVLS).

- E. Brewster called for additional nominations and none were given. E. Brewster encouraged libraries to send nominations to K. Schulz.
- The Committee meets every other month from 10am until 12noon. Attendance via GoTo Meeting is available. Library staff members are encouraged to participate.
- **Request for Names of Catalogers**
  - Via K. Schulz, C. Luebbe requested each member library send a list of cataloging staff members to the Committee.

### Cooperative Circulation Committee Report

K. Roesler provided an update on behalf of V-Cat Cooperative Circulation Committee Chair Mary Stachowiak.

- The V-Cat Billing Invoice has been updated.
- The Committee began reviewing the V-Cat Billing Guidelines and Procedures document. Goal is to update the document to a one-page simplified flow chart.
- Missing damaged billed form will be reviewed after the V-Cat Billing Guidelines and Procedures document.
- The next meeting will be in August.
- K. Roesler called for topics, none were given. K. Roesler requested member libraries email future meeting topics to Committee Chair Mary Stachowiak.

### Other Sierra Topics:

- **IUG (Innovative Users Group) 2018 Update**
  - K. Schulz shared highlights of the April 2018 IUG Conference in Orlando Florida. He met with IUG colleagues (including those from NWLS and IFLS) to discuss best practices and share information regarding Integrated Library Systems (ILS) across the United States. K. Schulz attended sessions on the future of ILS within Innovative, the future of ILSs including the future of MARC standards, automating reports, and best practices for ILS managers.
  - V. Roberts asked if Innovative planned to resolve Circa issues. K. Schulz responded that he has operated Circa with MCPL collections with correct function. T. Blomberg mentioned that Circa does not note if an item is missing or out of order when scanning items on a shelf. K. Schulz invited representatives to contact him to request training on what Circa can do for their library. K. Heiting from Granton is currently using Circa.
  - E. Schwartz asked what updates Innovative had listed on their forthcoming ILS project plan. K. Schulz mentioned Innovative purchased Polaris (another ILS) and will be borrowing the best aspects from Sierra (Innovative's ILS) and Polaris to create a better ILS product in the near future.
- **ILS Review Committee**
  - K. Schulz requested the ILS Review Committee restart and asked for nominations for members to evaluate current ILS products. M. Derpinghaus requested the committee be tabled until after the summer reading program is complete.
  - The ILS Review Committee will evaluate ILS products, visit different ILS products around the state, develop a rubric, evaluate ILS products, and provide a migration recommendation to the V-Cat Council. The meeting schedule will be determined by the committee and the project may require eight months to a year to complete. Directors and staff from member libraries are invited to serve on the committee.
  - This Committee shall also evaluate ILS products and options in the event Innovative decommissions the Sierra product.
- **Online Fines Payment: Ecommerce**
  - K. Schulz reviewed issues and problems with the e-commerce web platform. Currently debit-only cards are not an accepted payment method. Recent patron use of a debit-only card creates rejection errors on patron debit card accounts.
  - K. Schulz is working with Innovative to allow debit-only cards.
  - E. Brewster called for reasons to not allow debit-only payment and any e-commerce payment questions, none were presented.
- **Other Sierra Topics**
  - K. Schulz noted WVLS is working with Innovative to determine the cause(s) of Sierra slowdowns and requested libraries to continue to submit help tickets with data on slowdowns. Tickets should specify the time of the issue, the log-in used to sign into the Sierra instance, and a description of the problem.
  - K. Schulz noted the Web Access Management (WAM) servers may be the cause of slowdowns. Queries on the database are lasting over 4 minutes and the high number of queries may be causing the slowdowns. The

source is from outside resources. Databases that require authentication for home use, Novelist, and other products use the WAM servers.

- T. Hall asked for clarification addressing the April 2018 minutes that noted WISCAT circulations will be subtracted from monthly circulations on monthly reports effective January 2018. A. Mroczenski noted Interlibrary Loan is not officially a circulation as libraries are lending to libraries, not specifically to patrons.
- D. Frandrup received a patron comment. When a local library does not have a copy of a new title, patrons from a non-owning library patron cannot place a hold on the title. K. Schulz noted this issue is created by using high-demand.

#### **Request for September 6, 2018 Agenda:**

E. Brewster asked for agenda items for the September 7, 2018 V-Cat meeting agenda.

- E. Brewster requested an e-commerce update.
- K. Schulz requested ILS Review Committee be revisited.
- H. O'Hare requested discussion of digital library cards.
- M. Taylor suggested exploring the addition of a setting to unfreeze a hold on the public catalog.

O'Hare commented that the Badgernet upgrade has been requiring many unplanned, disruptive visits from multiple internet providers. J. Klingbeil explained sub-contracting between internet providers and complexity of work at some libraries is creating a longer and messier process for most.

#### **Adjournment:**

J. Jochimsen moved to adjourn the meeting, K. Roesler seconded. Motion carried. The meeting adjourned at 10:43 am.

---

SUBMITTED: 9/6/2018 A. HAMLAND, RECORDER