



V-Cat Meeting Agenda
Thursday September 6, 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/961973813> You can dial in using your phone: +1 (408) 650-3123 Access Code: 961-973-813 **Please Notify K. Schulz by Tuesday, September 4 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 June 7, 2018 minutes	Erica Brewster	Vote
	V-Cat Financial Report	Kyle Schulz	Vote
	Bibliographic/Interface Committee Report:	Chris Luebbe	
	Cooperative Circulation Committee Report: <ul style="list-style-type: none"> • Circulations Committee Project Update 	Kitty Roesler Mary Stachowiack	
	Other Sierra Topics: <ul style="list-style-type: none"> • ILS Review Committee • Driver's License in Database • E-Commerce Update • Digital Library Cards • Sierra Snack: Admin Settings • Other Sierra Topics 	Kyle Schulz Kyle Schulz Kyle Schulz and Erica Brewster Kyle Schulz and Heidi O'Hare Kyle Schulz and Kim Metzke V-Cat Council Reps	
	Request for November 1, 2018 agenda items	Erica Brewster	
	Upcoming Meetings: <ul style="list-style-type: none"> • V-Cat Council Meeting November 1, 2018 		

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 by noon, September 4, 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, September 6, 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:

Jenny Jochimsen (Abbotsford), Dominic Frandrup (Antigo), Sue Bedroske (Dorchester), Ruby Wenzel (Gilman), Kim Metzke (Greenwood), Felicia Albrecht (Laona), Teresa Hall (Loyal), Kitty Roesler (MCPL), Erica Clarkson (Medford), Cara Hart (Neillsville), Virginia Roberts (Rhineland), Tammie Blomberg (Rib Lake), Erica Brewster (Three Lakes), Heidi O'Hare (Tomahawk)

Via Go To Meeting: Mary Taylor (Minocqua), Lorelee Peterson (Owen), Julie Beloungy (Thorp), Teresa Miniatt (Withee)

Also Present:

Mary Stachowiak (MCPL), Chris Luebbe (MCPL), Julie Kinney (MCPL), Matt Derpinghaus (MCPL), Kathy Wegner (Neillsville), Kyle Schulz (WVLS), Marla Sepnafski (WVLS), Anne Hamland (WVLS), Ann Mroczenksi (WVLS), Josh Klingbeil (WVLS), Jamie Matczak (WVLS) via Go To Meeting.

Absent: Vicky Calmes (Colby), Stephanie Schmidt (Crandon), Kay Heiting (Granton) proxy designated as T. Hall, Ellie Schwartz (Merrill), Carla Huston (Stetsonville), Candice Celestina-Smith (Westboro) proxy designated as E. Clarkson

Approval of the Agenda:

K. Metzke moved to approve the order of the June 7, 2018 V-Cat meeting agenda, S. Bedroske seconded. Motion carried.

Approval of the April 12, 2018 Meeting Minutes:

E. Clarkson made a motion to approve the June 7, 2018 V-Cat meeting minutes as amended, R.Wenzel is from Gilman not Westboro. K. Metzke is from Greenwood, was missing. K. Roesler seconded. Motion carried.

V-Cat Financial Report:

- K. Schulz presented the financials for June-August 2018 and asked for questions. There were no questions.

H. O'Hare made a motion to approve the V-Cat Financial Report, K. Metzke seconded. Motion carried.

Bibliographic / Interface Committee:

C. Luebbe updated the Council on behalf of V-Cat Bibliographic/Interface Committee on the following:

- **New Members**
 - C. Luebbe introduced and welcomed the new members of the V-Cat Bibliographic/Interface Committee. H. O'Hare from Tomahawk and E.Clarkson from Medford.
 - The Committee meets every other month from 10am until 12noon. Attendance via Go To Meeting is available. Library staff members are encouraged to participate.
- **Request for a List of Catalogers**
 - C. Luebbe requested each member library send a list of cataloging staff members to the Committee. This will facilitate better communication from the committee to the staff members who do cataloging.

Cooperative Circulation Committee Report

M. Stachowiak updated the Council on behalf of V-Cat Cooperative Circulation Committee, on the following:

- **Cooperative Circulation Committee Update**
 - The committee is working on unifying limits for maximum fines (\$5) and a total maximum number of items checked out (100). H. O'Hare asked if any libraries did fine free. Minocqua is fine free. Medford does fine free for juvenile items. An informal poll was taken to see if libraries were open to changing to a maximum fine of \$5 and a total maximum number of items checked out to 100 items. One was against.
 - E. Brewster asked if there is a way to add a statement, like River Falls Public Library, "You saved \$20 by using the library today." K. Schulz will research possibilities.

- The committee is continuing to work through the damaged and missing item guidelines. M. Stachowiak will continue to work on the guidelines herself and bring recommendations to the committee. The goal for the guidelines is to create a flowchart and additional documents.
- There are over a 100k items within Sierra without a price listed. A plan to help fill these in will be implemented by K. Schulz. There was a suggestion for more Create Lists training to help with projects like this.
- M. Stachowiak reviewed the standardization of barcode placement. She reminded the council that the barcode should be on the front. The committee will review the document describing barcode placement to better define the exactness of location and what types of item does it cover.
- There was a discussion of whether to circulate magazines through courier. This opened a discussion of unifying loan rules.
- The council has suggested that the committee make uniformity of loan rules, maximum fines, total maximum number of items and other system setting relating to these a priority. Removing High Demand and instituting a Local Priority Holds, a library's items go to their patrons first if they have a hold on the item, function was discussed. The committee will review all available information and make a recommendation in the future as it will be easier to present this as one change than piecemeal.
- A question of what to do for libraries who no longer will be getting newspaper delivery and if courier can help facilitate it. WVLS will be working with the affected libraries.

Other Sierra Topics:

- **ILS Review Committee**
 - Due to timing with Next Gen ILS releases the formation of this committee will be tabled until the September 2019 V-Cat Meeting.
- **Driver's License Update**
 - K. Schulz made the recommendation to remove all and not add any Driver's License information from the Sierra database to comply with best practices for data management. K. Schulz would batch remove DL information from the database. S. Bedroske moved to remove all Driver's License information and remove the field from the Sierra database to comply with best practices for data management, J. Jochimsen seconded. Motion carried.
- **E-Commerce Update**
 - K. Schulz reviewed what forms of payment are valid for e-commerce. Currently debit-only cards are not an accepted payment method. If a debit card is used it must have a credit card logo to be valid.
- **Digital Library Card**
 - H. O'Hare asked if V-Cat will accept digital library card, a library card that exists digitally such as on your phone through an app. V-Cat currently is accepting them as we have specifically not accepted it. WVLS will be recommending a model of a barcode scanner that has the capability to handle this.
 - K. Schulz asked about digital-content only card. A patron through self-registration could apply for a library card to get access to digital content without getting issued a physical card. K. Schulz will investigate different solutions with possibilities within 2019.
- **Sierra Snack: Admin Settings**
 - At the recommendation from K. Metzke, K. Schulz presented how to access Admin Settings within Sierra. To access them follow the path Admin -> Parameters -> General or Circulation.

Request for November 1, 2018 Agenda:

E. Brewster asked for agenda items for the November 1, 2017 V-Cat meeting agenda. S. Bedroske asked what happened to the "don't send hold" option within Sierra post upgrade. It will be on the November agenda.

Adjournment:

J. Jochimsen moved to adjourn the meeting, S. Bedroske seconded. Motion carried. The meeting adjourned at 11:50 am.