



V-Cat Meeting Agenda

Thursday April 4, 2019

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: Tammie Blomberg, Chair

GoToMeeting: Please join my meeting at: <https://global.gotomeeting.com/join/354529797> You can dial in using your phone: +1 (646) 749-3122 Access Code: 354-529-797 **Please Notify K. Schulz by Tuesday April 2 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	Tammie Blomberg	
	Roll call	Kyle Schulz	
	Approval of the order of the agenda	Tammie Blomberg	Vote
	Approval of the November 1, 2018 minutes	Tammie Blomberg	Vote
	V-Cat Financial Report	Kyle Schulz	Vote
	Appointment of Nominating Committee	Tammie Blomberg	Vote
	2020 V-Cat Budget - Draft	Kyle Schulz	
	Bibliographic/Interface Committee Report: <ul style="list-style-type: none"> Bibliographic/interface Committee Update 	Chris Luebbe	
	Cooperative Circulation Committee Report: <ul style="list-style-type: none"> Circulation Committee Project Update 	Kitty Roesler Mary Stachowiack	
	Election of Officers <ul style="list-style-type: none"> Presentation of Nomination(s) Call for Other Nominations Vote for 2020 Chairperson-Elect of the V-Cat Council 	Tammie Blomberg	Vote
	Other Sierra Topics: <ul style="list-style-type: none"> Expiration of Patron Cards Items Without a Price Multi-Item Request Best Practice Email Notifications as Spam Other Sierra Topics 	Kyle Schulz Kyle Schulz Kyle Schulz & Kim Metzke Kyle Schulz V-Cat Council Reps	
	Request for June 6, 2019 agenda items	Tammie Blomberg	
	Upcoming Meetings: <ul style="list-style-type: none"> V-Cat Council Meeting June 6, 2019 		

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, April 2, 2019. Proxy notifications must go to Kyle Schulz and Tammie Blomberg.

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 Council Meeting Minutes

Thursday, April 4, 2019 9:30 a.m.

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



Call to Order and Announcements:

T. Blomberg called the meeting to order at 9:33 am. Roll call was taken; a quorum was present.

Members Present:

J. Jochimsen (Abbotsford), D. Frandrup (Antigo), V. Calmes (Colby), S. Schmidt (Crandon), S. Bedroske (Dorchester), R. Wenzel (Gilman), K. Heiting (Granton), K. Metzke (Greenwood), F. Albrecht (Laona), T. Hall (Loyal), D. Kiefer (Merrill), L. Petersen (Owen) arrived at 10:15 am, V. Roberts (Rhineland), T. Blomberg (Rib Lake), E. Brewster (Three Lakes), and H. O'Hare (Tomahawk) arrived at 9:38 am.

Via Go To Meeting:

M. Taylor (Minocqua) and C. Hart (Neillsville).

Also Present:

C. Luebbe (MCPL), M. Stachowiak (MCPL), J. Kinney (MCPL), K. Schulz (WVLS), R. Metzler (WVLS), K. Zimmermann (WVLS), A. Hamland (WVLS), J. Klingbeil, K. Wegner (Neillsville).

Absent:

C. Huston (Stetsonville), J. Beloungy (Thorp) with R. Wenzel (Gilman) proxy, C. Celestina-Smith (Westboro), and B. Hardin (Withee).

Approval of the Agenda:

J. Jochimsen (Abbotsford) moved to approve the order of the April 4, 2019 V-Cat meeting agenda, S. Bedroske (Dorchester) seconded. Motion carried.

Approval of the November 1 Minutes:

J. Kinney (MCPL) made a motion to approve the November 1, 2018 V-Cat meeting minutes. T. Hall (Loyal) seconded. Motion carried.

V-Cat Financial Report:

Reports and expenses were sent out prior to the meeting via email. M. Stachowiak (MCPL) asked if the future ILS enhancements budget line of \$38,449.87 is included in the ending budget line of \$425,036.92 in the December 2018 report. K. Schulz (WVLS) responded that yes, the ILS enhancements budget is included in the ending budget line.

K. Heiting (Granton) moved to approve the V-Cat Financial Reports, K. Metzke (Greenwood) seconded. Motion carried.

Appointment of the Nominating Committee:

K. Schulz (WVLS) requested nominations to the nominating committee. K. Heiting (Granton), K. Metzke (Greenwood), H. O'Hare (Tomahawk), and J. Kinney (MCPL) self-nominated to be on the committee.

E. Brewster (Three Lakes) moved to accept all nominations, V. Roberts (Rhineland) seconded. Motion carried.

2020 Budget:

K. Schulz (WVLS) presented on the draft 2020 budget. He highlighted some increases: vendor products (the Discovery Catalog and ILS contract with Innovative), and V-Cat administration. This increase to V-Cat

administration attempts to get this line item closer to the \$100,000 required for WVLS staff support of the ILS. The 2018 overage in the reserve fund will act as a credit to the 2020 budget. This budget was approved as a recommendation by the V-Cat Steering Committee.

K. Metzke (Greenwood) asked if the 2019 and 2020 budget are supposed to be the same. K. Schulz (WVLS) explained there is a small increase of \$200 for 2020.

M. Stachowiak (MCPL) asked if the discovery subscription line item is the Discovery Catalog. K. Schulz (WVLS) answered yes. M. Stachowiak (MCPL) followed up by asking if we are intending to keep the product and wondered if it is worth \$15,000 a year. K. Schulz (WVLS) answered that these questions lead to the next point.

The WVLS/V-Cat Steering Committee made the recommendation to continue or discontinue the Discovery Catalog based on input from V-Cat Council. WVLS needs input from all libraries on whether to continue with the current Discovery Catalog. V-Cat Council will have to make this decision at the September meeting for the 2020 budget.

A discussion about the Discovery Catalog ensued. K. Metzke (Greenwood) asked are we will discuss alternatives to the EDS product. K. Schulz (WVLS) replied that the V-Cat Council will consider keeping it, removing it, or replacing it.

T. Blomberg (Rib Lake) recalled a conversation about additional training and promotion to increase usage. Dominic pointed out that A. Hamland (WVLS) has made improvements to the discovery layer and has shared those out.

A presentation was given by A. Hamland (WVLS) on the improvements made to the product.

- Any library website made by WVLS has the Discovery Catalog on the website.
- As of October 2018, the name was change from discover layer/enhanced catalog to Discovery Catalog.
- Improved functionalities include: direct links to the request page, incorporated a Readalikes button from NoveList, and prioritize first physical holdings over articles
- Gale courses image now appears when the phrase 'gale courses' is searched
- Left margin limiters have been changed: collapsed jargon limiters are collapsed, database limiter has new terminology
- Updated icons to be correct
- Book results feature NoveList Select and are defaulted to be open. These links are clickable.

A. Hamland (WVLS) reminded the council that 4 platforms can be found in the Discovery Catalog: library items, Gale Courses, Small Engine Repair, and Overdrive.

If interested, Thorp and Neillsville's websites are good examples of how the button to the Discovery Catalog looks.

E. Brewster (Three Lakes) commented that training at schools is very positive. Grades 6-9 do research projects; Erica is teaching the Discovery Catalog to those grades. She expressed concern about going back to zero, without any discovery product option.

T. Blomberg (Rib Lake) responded that patrons are often impressed when they are taught how to use it.

S. Schmidt (Crandon) suggested a Digital Byte on the topic.

D. Frandrup (Antigo) suggested a video for students. E. Brewster (Three Lakes) suggested offering training at in-services for teachers.

T. Hall (Loyal) asked if we should plan to keep this in the budget, A. Hamland (WVLS) reminded everyone that there is time for this decision.

J. Klingbeil (WVLS) reminded everyone that the V-Cat consortium currently subscribes to the Discovery Catalog and should continue its use while a decision is being made.

M. Taylor (Minocqua) asked if there are other libraries using this Discovery Catalog. K. Schulz (WVLS) answered that other systems use a different product. V. Roberts (Rhinelander) noted that from her experience in a different system, the problems were similar.

K. Schulz (WVLS) clarified that we must have both classic catalog and Discovery Catalog.

The code to integrate the Discovery Catalog button onto websites will be sent by A. Hamland (WVLS) to council members. The Discovery Catalog poster A. Hamland previously shared can be used for patrons and the information sheet is meant for member library staff.

K. Schulz (WVLS) brought this discussion back to the draft 2020 budget and clarified that the council is not voting today to approve the draft budget. The vote usually happens at the June meeting, but V-Cat Council could choose to push this back approval to the September meeting based on our discussion of the Discovery Catalog. E. Brewster (Three Lakes) shared a concern that waiting until September to approve the budget is too late for municipalities and that if V-Cat Council choose to let the Discovery Catalog go it should be replaced with another product. K. Schulz (WVLS) said we can try to approve the budget at the June meeting.

K. Schulz (WVLS) asked thoughts about travel compensation for sub-committee meeting attendance. E. Brewster (Three Lakes) asked for clarification. K. Schulz (WVLS) explained that being on a sub-committee is an extra time commitment and the travel support would help encourage participation.

R. Wenzel (Gilman) asked why the replacement fund went from \$5,000 to \$0, Kyle answered that the replacement fund is now full, so it has been removed. If we dip below the cap of the replacement fund, that line item will return.

E. Brewster (Three Lakes) requested a digital copy. K. Schulz (WVLS) will be sending a digital copy.

Bibliographic / Interface Committee:

C. Luebbe (MCPL) presented the Bibliographic / Interface Committee report.

Counterfeit materials:

A webinar link was sent out titled "Know Before You Buy, DVD Edition." This webinar highlights things to look for on Amazon that indicate the DVD may be counterfeit.

The recording of this webinar and the slides can be found here:

[Recording](#) (approx. 43 min.)

[Slides](#) (much shorter, still worthwhile)

The webinar shared that a DVD may be counterfeit if:

- It is found in a strange department, such as the gardening department.
- The packaging has artwork that is inconsistent with the show.

- If fulfilled by Amazon but sold by a different company.
- If the next season isn't available for streaming or on TV, then the current season is usually not for sale.

The committee found the problems counterfeit items is not limited to DVDs. Prepublication editions of books, sometimes called ARC books, should not added to the collection. ARC books often have typos, editorial content changes, and some don't have all illustrations.

V. Roberts (Rhineland) offered ARCs to review after the meeting or during the break.

D. Frandrup (Antigo) shared that once he purchased a counterfeit copy from Amazon. He complained to Amazon and Amazon stated they were aware that it was a counterfeit copy.

V. Roberts (Rhineland) pointed out that donated copies might be counterfeit copies, it is very easy to accidentally add ARCs to the collection and reminded us that stripped books (books missing the cover) cannot go into a library's book sale.

The Bibliographic / Interface Committee's recommendation:

V-Cat attempts to be good stewards of the ALA Code of Ethics which supports intellectual property rights. Collection development and cataloging staff strive to purchase only legitimate materials. Illegal, pirated, not-for-sale, etc. materials must be withdrawn from the collection.

J. Jochimsen (Abbotsford) asked if this recommendation should be added to collection development policies. C. Luebbe (MCPL) answered that it could be an option.

J. Jochimsen (Abbotsford) moved to make this a best practice as stated by Bibliographic / Interface Committee. H O'Hare (Tomahawk) seconded, motion carried.

Multi-item sets:

The Bibliographic / Interface Committee presented an edited version of the multi-item sets recommendation:

All materials must be cataloged on a bibliographic record which is an accurate reflection of the item(s) being circulated. If you choose to separate items purchased as sets, they must be on separate bibliographic records.

K. Schulz (WVLS) clarified that the November recommendation was different, and this is new language allows for multiple formats.

K. Heiting (Granton) asked how to catalog a donated DVD where the patron kept the Blu-ray. Bib record would have to be Blu-ray combo, but note that the Blu-ray is not circulating. A request for official documentation on those steps was made by K. Heiting (Granton).

T. Blomberg (Rib Lake) mentioned that the numbers on the case will be matching the combo, so that is why it makes sense to use the Blu-ray record with a note that no Blu-ray is circulating.

T. Blomberg (Rib Lake) asked what to do about replacing original packaging. K. Schulz (WVLS) verified that it is fine for libraries to make their own packaging as long as the item is not counterfeit.

J. Kinney (MCPL) moved to accept the multi-item sets recommendation from the Bibliographic / Interface Committee as written, T. Hall (Loyal) seconded. Motion carried.

Cataloging Training:

The Bibliographic / Interface Committee is planning cataloging training.

The first step for libraries will be to document which item types they use. There are many item types, but each library only uses certain item types not all. K. Schulz (WVLS) receives questions regarding how an item type is in a member library, but he can only answer to how the software function for that item type, not the policy behind it.

K. Zimmermann (WVLS) presented the item type template she created. She encouraged everyone to take time to document their item types. WVLS will send out this template. This documentation will help to keep everyone on the same page. This topic will not be covered in future cataloging trainings because it is very library specific.

J. Jochimsen (Abbotsford) asked if she can fill out this template, then send it for review. K. Schulz (WVLS) said that he can check a specific item type, or he can spot check.

E. Brewster (Three Lakes) made a similar template but included location codes, etc. It was particularly helpful when removing items from high demand. E. Brewster (Three Lakes) will share her document with K. Schulz (WVLS) to be share with the council.

K. Schulz (WVLS) reminded everyone that many of the item types are not used at all libraries and not to be concerned about seeing several "do not use" on the library's template.

K. Zimmermann (WVLS) suggested removing the "do not use", for a simplified sample.

The Cataloging Training Plan will consist of two sessions annually, one in Spring and one in Fall. One will be a basic training and the other an intermediate training, which will include using z39.50. Please pass topics for training to the Bibliographic / Interface Committee. The training will include a refresher as well.

K. Metzke (Greenwood) pointed out that not every record is on z39.50. K. Schulz (WVLS) clarified that is correct, but catalogers make fewer marc alerts when they use z39.50 to catalog.

Cooperative Circulation Committee Report:

M. Stachowiak (MCPL) presented for the Cooperative Circulation Committee report.

Barcode placement:

The committee has updated the wording of the former recommendation to include magazines:

The Cooperative Circulation Committee recommends that barcodes be placed on the front of material, parallel and near the spine. Use of the previously recommended templates is encouraged. Material already processed does not need to be re-barcoded. ~~Magazines were not included in the recommendations due to the fact they do not circulate outside of the owning library.~~

K. Heiting (Granton) requested that the templates be shared digitally.

K. Heiting (Granton) moved to accept the recommendation as written, S. Bedroske (Dorchester) seconded.

A discussion occurred about the recommendation:

K. Metzke (Greenwood) asked about covering vital images or words with the barcode. M. Stachowiak (MCPL) and K. Schulz (WVLS) both clarified that there is wiggle room in the barcode placement. It should be on the front, but it can be higher or lower than the template if needed.

E. Brewster (Three Lakes) asked why barcodes are placed on the front. S. Bedroske (Dorchester) replied that the Council was trying to be uniform and the decision was based on what most library were already doing. K. Schulz (WVLS) placing it on the front avoids confusion with the UPC code.

T. Blomberg (Rib Lake) asked if this is a best practice. K. Schulz (WVLS) answered that yes, this recommendation would be a best practice, but it would be great if all libraries tried their best to follow this recommendation. He also clarified that libraries do not have replace barcodes on items not following the recommendation, but can if they wish.

Motion carried.

Damaged and Missing:

M. Stachowiak (MCPL) is continuing to work on this project.

Making magazines holdable and circulating them to patrons throughout the system:

T. Blomberg (Rib Lake) sent out a survey and received 18 results. 13 libraries out of 18 libraries said they would like to circulate magazines. Many libraries indicated that they would not want to circulate the current month. Magazines could be circulated in an envelope to avoid damage.

M. Stachowiak (MCPL) shared MCPL's would be open to circulating magazines with restrictions.

If anyone is concerned about gaining access to replacement copies, E. Brewster (Three Lakes) and D. Frandrup (Antigo) use Rivistas for magazine subscriptions and are satisfied with the service. This company offers replacements.

If implemented, there was concern that other libraries in the consortium may choose to reduce their magazine holdings because other libraries in V-Cat will be able to provide titles to their patrons. K. Heiting (Granton) shared that she appreciates this concern but sees this as a collection development. She could replace common titles with unique titles as patrons can get the common titles through V-Cat.

V. Roberts (Rhineland) shared that she has been looking for unique titles. L. Petersen (Owen) has also been attempting to only buy magazines that aren't available in the grocery store line.

T. Blomberg (Rib Lake) has found that patrons can be passionate about certain titles and with the support of V-CAT, removing those titles could be easier.

V. Calmes (Colby) suggested using the green bags protect the magazines in transit.

K. Heiting (Granton) asked if there would be a limit on how many magazines a patron can check out at one time. K. Schulz (WVLS) replied that would be local decision. While C. Luebbe (MCPL) noted that local policies can govern this.

V. Roberts (Rhineland) shared her experience in the MORE (IFLS) consortium, in which libraries circulated magazines throughout the area. Very little damaged occurred if the libraries shared the responsibility.

K. Metzke (Greenwood) suggested V-Cat do this as a trial. Concerns were expressed by the group about taking away a service that patrons become reliant upon. D. Frandrup (Antigo) suggested a one-year trial of the offering.

H. O'Hare (Tomahawk) recently removed the plastic covers from the libraries magazines and found that circulation sky rocketed. She also placed a display at the front desk to highlight the collection.

J. Jochimsen (Abbotsford) asked what the circulation length would be and K. Schulz (WVLS) replied that it would reflect the loan rule of the check-out library.

M. Stachowiak (MCPL) identified some steps in the process for the system to be ready to circulate magazines.

- Libraries that wish to share would need to catalog their magazines, so copy information is visible in the OPAC for patrons to view and use while requesting.
- Libraries would need to educate patrons on item level holds
- WVLS should prepare information for best practices for delivery of magazines through courier

M. Stachowiak (MCPL) also asked if it is possible to start with magazines as a common loan rule. Is this a case where the Cooperative Circulation Committee comes up with a recommendation?

K. Schulz (WVLS) pointed out that some patrons may already be doing item level holds on their home library's magazines. M. Stachowiak (MCPL) shared a concern that patrons may find it confusing to place holds if some libraries opt out of this offering. T. Blomberg (Rib Lake) agreed that it may be confusing for patrons because all magazines are listed under the same bib record. J. Kinney (MCPL) commented that patrons are already used to not being able to request everything they see in the OPAC, so they may not be that surprised when magazines follow suit.

D. Frandrup (Antigo) asked how the Discovery Catalog works for magazines. K. Schulz (WVLS) replied that the Discovery Catalog will ask the patron to pick the item they want. He also clarified that it would be good to train patrons on selecting a volume that is currently available otherwise they will have to wait until that copy is returned.

K. Heiting (Granton) asked if this offering will be challenging to set up from WVLS staff perspective. K. Schulz (WVLS) responded that the set-up is a lot of work but WVLS will make it a priority.

H. O'Hare (Tomahawk) suggested that the circulation of magazines survey go out again to get everyone's opinion. E. Brewster (Three Lakes) asked if anyone did not answer for a reason other than oversight. K. Schulz (WVLS) discouraged sending the survey out again. The responses will probably not change very much.

M. Stachowiak (MCPL) summarized that the Cooperative Circulation Committee will talk about circulating magazines and prepare an informed recommendation. She also asked C. Luebbe (MCPL) what may need to be done for cataloging for the item level hold to work smoothly. C. Luebbe (MCPL) agreed that the Bibliographic / Interface Committee will need to also prepare a recommendation.

A discussion ensued about the procedure to remove magazines from high demand. K. Schulz (WVLS) clarified that it is the same process as removing the high demand status from books but choosing the item type for magazines.

In conclusion, the Cooperative Circulation Committee has been charged with coming up with a recommendation for the circulation of magazines.

Loan rules / patron blocks:

K. Roesler (MCPL) presented on loan periods. She shared a spreadsheet that showed the V-Cat libraries' current loan periods. When looking to unify loan periods, the decision could be made to go with the average, mode, or another number. The goal is to get everyone to the same loan periods

J. Jochimsen (Abbotsford) asked if it's possible to have the loan period for the initial checkout and the loan period for renewals be different, for example checkout for 3 weeks, but renew for 2 weeks. K. Schulz (WVLS) answered that it is possible.

T. Blomberg (Rib Lake) asked what this decision might look like. K. Schulz (WVLS) responded that the Council needs to discuss all loan periods together as one decision.

D. Frandrup (Antigo) pointed out that if V-CAT unifies the loan periods then a patron may go to any of our libraries experience the same checkout period.

V. Calmes (Colby) asked the Cooperative Circulation Committee if we will consider what other systems do as they make this decision. K. Schulz (WVLS) answered that we can look at what other consortiums do, but ultimately this is a V-Cat Council decision.

K. Heiting (Granton) suggested placing "action" in the subject line for emails that include homework. K. Schulz (WVLS) agreed that would be a good idea.

K. Metzke (Greenwood) mentioned up that many libraries systems have unified loan rules. K. Schulz (WVLS) said that V-Cat isn't the only consortium that does not have unified loan rules and added that some consortiums have been able to unify their fines as well.

Election of Officers:

The Nominating Committee presented a candidate as 2020 chair elect. K. Metzke (Greenwood) spoke for the committee. D. Frandrup (Antigo) was nominated and accepted the nomination.

T. Blomberg (Rib Lake) called for other nominations. There were no other nominations.

S. Bedroske (Dorchester) moved to accept D. Frandrup (Antigo) for 2020 V-Cat Council chair. J. Jochimsen (Abbotsford) seconded. Motion carried.

Other Sierra Topics:

K. Schulz (WVLS) presented on Other Sierra Topics.

Expiration of patron cards:

As a reminder to everyone, the recommendation that patron cards expire after 12 months was accepted by the V-Cat Council in February 2018. Best practice could be to set the expiration date to the patron's birthday. If the card is actively expired, the new expired date can be set at a year from renewal date.

Items without a price:

K. Heiting (Granton) expressed concern with the Global Update feature in Sierra changing the price of all items. Since then she has been updating price on individual items when she comes across them. T. Blomberg (Rib Lake) wondered if a Rapid Update had been used instead of a Global Update. K. Schulz (WVLS) replied that Rapid Update is when you are touching the item. He also suggested updating the directions to be sure that it is as accurate as possible.

Multi-item requests in WISCAT:

K. Metzke (Greenwood) stated that they were receiving V-Cat items through WISCAT. To fix this problem Network Handling in WISCAT has been set up. R. Metzler (WVLS) clarified that Network Handling discourages patron requests for items in system and does not include V-Cat libraries in the lender list. However, MCPL cannot have Network Handling set up because it interferes with the patron's ability to request pickup at a branch location. If a library sees a WISCAT request coming MCPL, refer the request on to the next library. Always try to request first through Sierra, then WISCAT.

Email notices as spam:

K. Schulz (WVLS) has learned that some of Sierra notifications might be going to spam folders. If a patron says they are no longer receiving emails, please have them check their spam folder. It might be helpful to direct patrons to YouTube videos specific to their email type for help on checking the spam folder.

Other Sierra topics:

J. Jochimsen (Abbotsford) had a patron that had a Teleforms call and looked at the voicemail as text. The patron's phone transcribed the message incorrectly. K. Schulz (WVLS) indicated that WVLS has no control over robotic interpretation of text and that these two programs may not work well together.

V. Calmes (Colby) asked about requesting items for book clubs. She has found that items are not coming in on time, but that the item appears to be on the shelf at the other library. K. Schulz (WVLS) suggested sending in a ticket so he can investigate it.

Request for June 6, 2019 Agenda Items:

Cooperative Circulation Committee

No other agenda items at this time

Adjournment:

Motion to adjourn made by D. Frandrup (Antigo), seconded by K. Roesler (MCPL). Motion carried. Meeting adjourned at 12:08 pm.

SUBMITTED: 5/9/2019 R. METZLER, RECORDER