

**V-Cat Council Meeting Minutes**

Thursday, May 7, 2020 9:30 a.m.

BlueJeans Web Conferencing

**Call to Order and Announcements:**

The meeting was called to order by chair D. Frandrup (Antigo) at 9:34 am.

**Members Present via BlueJeans:**

J. Jochimsen (Abbotsford), D. Frandrup (Antigo), P. Glidden (Gilman), K. Heiting (Granton), K. Metzke (Greenwood), T. Hall (Loyal), E. Clarkson (Medford), D. Kiefer (Merrill), P. O'Connell (Minocqua), J. Ziebell (Neillsville), L. Petersen (Owen), V. Roberts (Rhineland), T. Blomberg (Rib Lake), A. Kuipers (Thorp), H. O'Hare (Tomahawk), K. Roesler (MCPL), and C. Celestina-Smith (Westboro).

**Also Present:**

C. Luebbe (MCPL), M. Derpinghaus (MCPL), J. Klingbeil (WVLS), K. Zimmermann (WVLS), J. Matczak (WVLS), M. Sepnafski (WVLS), and R. Metzler (WVLS).

**Absent:**

V. Calmes (Colby) with K. Metzke (Greenwood) as proxy, S. Schmidt (Crandon), S. Bedroske (Dorchester), F. Albrecht (Laona), C. Huston (Stetsonville), E. Brewster (Three Lakes) with P. O'Connell (Minocqua) as proxy, C. Lemerande (Wabeno), and B. Hardin (Withee).

**Approval of the Agenda:**

V. Roberts (Rhineland) moved to approve the agenda, P. O'Connell (Minocqua) seconded. Motion Carried.

**Approval of the February 6 Meeting Minutes:**

P. O'Connell (Minocqua) moved to approve the February 6, 2020 minutes with an adjustment to add E. Brewster (Three Lakes) as present. Seconded by K. Roesler (MCPL). Motion carried.

**Approval of April 2 Meeting Minutes:**

Motion to approve the April 2, 2020 minutes was made by T. Hall (Loyal), seconded by V. Roberts (Rhineland). Motion carried.

**V-Cat Financial Report:**

There were no questions or concerns about the financial report. Motion to accept the financial report as presented made by K. Heiting (Granton), seconded by T. Blomberg (Rib Lake). Motion carried.

**2020 Budget Revision / 2021 Budget Proposal:**

J. Klingbeil (WVLS) introduced the 2020 budget revision and 2021 budget proposal. He noted that the budget now has a new look and feel and summarized the changes to 2020 and the 2021 budgets. No discussion occurred.

**Bibliographic / Interface Committee Report:**

Presented by Chris Luebbe, Chair

A Bibliographic / Interface Committee meeting was held on April 21, 2020. The discussion included: juvenile foreign languages materials searchability, uniform titles and how they display on the pull list, overdrive records url display and cover image in the patron catalog, and instructions for splitting multi-item sets.

The committee is looking for catalogers to beta test the splitting multi-item set instructions. If anyone is interested, please contact C. Luebbe (MCPL), M. Pregler (Antigo), or R. Metzler (WVLS).

The next Bibliographic / Interface Committee meeting is scheduled for Tuesday, June 16.

**Cooperative Circulation Committee Report:**

Presented by K. Roesler (MCPL), Chair

The last Cooperative Circulation Committee meeting was postponed, and decision has been made to hold off on the check out period project until an in-person meeting can occur.

The Billing Guidelines, Damaged and Missing Pieces Document, and Damaged/Missing Pieces form that the V-Cat Council has reviewed in the past need to have a formal adoption from the council. K. Roesler (MCPL) noted that the Billable Damage Form has been updated per previous council discussion. T. Blomberg (Rib Lake) moved to adopt the documentation as presented, seconded by K. Heiting (Granton). No discussion occurred. Motion carried.

### **Voting Models Exploratory Committee Report:**

E. Clarkson (Medford), chair, reported that the committee has researched voting models and will be meeting again soon.

### **Sierra Projects:**

#### **Teleforms Replacement**

J. Klingbeil (WVLS) reported that this project was paused through April. Hopes are that the project will resume in May.

#### **Slow Search Function Issue**

K. Zimmermann (WVLS) reported that Content Café, which was causing the slow searches, has stabilized. WVLS intends to investigate other possibilities. Project on hold until things settle down.

#### **Give precedence to local holds circulation option**

K. Zimmermann(WVLS) presented the document in appendix A and reported that this option can be turned on for all libraries (it is an all libraries or no libraries setting, WVLS cannot turn it on for some libraries and not others). She noted that loan rules are still enforced, including those for high demand items. Then the system will look to see if the item has a local hold and bring that hold to the top of the queue.

A discussion occurred about the functionality of the give precedence to local holds circulation option:

C. Celestina-Smith (Westboro) asked if the staff can see the patron position in the hold queue. K. Zimmermann answered that information may be seen in the bib record based on hold placement date.

D. Frandrup (Antigo) asked if local holds would be filled in order of the hold placement. K. Zimmermann (WVLS) clarified that the system will fill based on hold placement date.

A discussion took place about how and when to disable this option. R. Metzler (WVLS) stressed the benefit of staying open to change and mentioned she was not comfortable with a default decision now to turn it off "when all is normal."

J. Jochimsen (Abbotsford) moved to approve turning on the Give Precedence to Local Holds option with the addition that the council will revisit the offering at the September V-Cat Council meeting. T. Hall (Loyal) seconded.

A discussion took place:

K. Zimmermann (WVLS) clarified that the give precedence to local holds circulation option is beneficial in our current situation of reduced resource sharing and reduced courier service. She reviewed the pros listed in the shared document (Appendix A).

D. Frandrup (Antigo) asked if turning this on would change the way holds are currently being filled and/or make check in options easier. Katie stated the "do not fulfill holds" tool will need to be used for check in until we are sharing between buildings. This option allows for easier paging lists when libraries are filling patron requests with their own items. Moving forward, there will likely be incremental changes until we are back to normal. This option can make things a little easier.

D. Keifer (Merrill) was concerned that the information was provided too late to make an informed decision. K. Zimmermann (WVLS) shared that she was waiting for clarity from Innovative.

A roll call vote was taken.

Roll call vote to turn on the give precedence to local holds circulation option until the September meeting of the council:

In favor: 18

Opposed: 1

Motion carried.

K. Zimmermann (WVLS) stated that the goal is to have this option turned on by May 22.

### **Report from ILS Admin**

K. Zimmermann, WVLS ILS Administrator, reported.

WVLS is responding to changes in service week by week and day by day.

Throughout this time, we have been collaborating with ILS administrators at NWLS, IFLS, WRLS, MCFLS, OWLSnet, and NFLS. This collaboration has been valuable to ensure that we are not making decisions in a vacuum. WVLS has also been paying attention to recommendations from DPI.

Both K. Zimmermann (WVLS) and R. Metzler (WVLS) have attended classes presented by Innovative.

Additionally, K. Zimmermann (WVLS) highlighted the following ILS changes and activities:

#### **Due dates have been extended to June 1, 2020**

A report of items extended to 6/1/2020 on 4/22/2020 will be shared with member libraries.

If a library's book drop is closed beyond 5/26, due date extensions can be made on a library by library basis.

#### **Days Closed Table**

Dates have been added to the Days Closed Table through June 1 for all libraries. If stay at home orders are extended, WVLS staff will consider adding dates for all libraries to prevent due dates and fines.

MCPL has requested that we add additional dates to allow checkout of all materials for 28 days during the period of curbside service.

#### **Card Extensions**

We have extended expiration dates for patrons whose cards expire between 2/1/2020 and 6/30/2020 to 7/1/2020.

Some libraries have asked for additional cards to be extended.

#### **Items Requestable**

Items are available for request in the V-Cat catalog except for Rhinelander, MCPL, Withee, Westboro, and WVLS.

What this means is that the request button is visible on titles where items available to request are listed.

This does not prevent patrons from placing requests or limit patrons to requesting materials at specific locations.

#### **System Adjustments for Paging Priority**

Closing off the paging is not working as expected. The setting is not intended for the purpose of closing all libraries. Instead of not paging for items as intended it is causing the system to cycle throughout all libraries.

WVLS will restore regional paging priorities by county that were previously in place, however this will not stop pages from other libraries.

Until we resume filling holds between buildings, libraries should continue to ignore items on our paging list that will go to hold shelves at other libraries. If you would like to know how to identify these on your library's pull list, please let Katie know.

### **Additional Items to Fill Local Holds**

Libraries have been testing alternative lists. Will be sharing this soon once we hear back from testing libraries to ensure that instructions are clear and that it is helpful for most libraries.

### **WVLS will do the following for individual libraries upon request:**

- Increase the limit on number of materials checked out
- Change the limit on number of holds per patron
- Change the time to holds shelf (Sierra can be set to display a status of "Available Soon" for a period of time after an item is checked in at the pickup location. This gives library staff time to add the items to the hold shelf and prevents patrons from looking for items that might not yet be ready for pickup.)
- Change the length of time before an item displays as "available on shelf"

K. Zimmermann (WVLS) noted that changes have been made to SIP2 Check In settings to prevent MCPL's sorting machine from filling holds until resource sharing resumes. She also reminded the council that as our service models change, we will need to re-evaluate all of these changes and make adjustments for individual libraries and for the entire system.

### **Resource Sharing/Holds**

K. Zimmermann has joined the DPI Physical Materials Resource Sharing reopening guidelines writing team as a reviewer, which will keep us informed and allow us to have a voice in creating guidelines.

WVLS will continue to monitor member library demand for filling holds between buildings and take incremental steps towards full resource sharing among V-Cat libraries.

Libraries were reminded to let WVLS know when they plan to offer curbside service and when they are ready to receive materials from other libraries.

WVLS is exploring options and monitoring what others are doing across the state. We hope to share preliminary plans for next steps next week.

### **Other V-Cat topics**

J. Klingbeil (WVLS) asked the council to share if there is pressure to have more courier services.

K. Heiting (Granton) shared that she is receiving a lot of pressure from the village board to return to normal as soon as possible. Village is worried that the library will lose funding based on the circulation.

H. O'Hare (Tomahawk) shared that she is not feeling any pressure. She is busy with her budget for next year and she has been thinking about how circulation will affect the year after.

A relevant discussion occurred in the meeting chat. Some libraries are eager for consortial sharing, while others are not feeling the pressure. K. Roesler (MCPL) expressed interest in resuming shared borrowing. D. Frandrup (Antigo) noted that patrons would like courier but have been happy with curbside for now. Other Council members shared that patrons are happy and there hasn't been pressure. M. Derpinghaus (MCPL) noted that "even with everyone's service models changed, the free flow of materials would at least allow for the fulfillment of patron needs and provide some sense of normalcy for the libraries themselves".

### **Upcoming meetings:**

- Cooperative Circulation Committee – none scheduled
- Bibliographic / Interface Committee – June 16
- Voting Models Exploratory Committee – none scheduled

**Adjournment:**

A motion to adjourn was made by J. Jochimsen (Abbotsford), seconded by H. O'Hare (Tomahawk).

Motion carried. Meeting Adjourned at 11:22 am.

## Appendix A

### **Consider recommendation for temporary implementation of the "Holds: Give precedence to local holds" circulation option.**

This option is applied at all locations and adds a step to check for local holds when fulfilling a hold. A hold is considered local if the pickup location matches up with the item's location code and the library where it is being checked-in.

The loan rule will still enforce whether or not an item will satisfy a hold based on patron type, so High Demand loan rules can be applied first. Then, local preference fills the earliest eligible hold that is to be picked up at the item's owning library even if there are earlier holds to be picked up elsewhere.

When an item whose title has multiple holds is checked in, the system determines whether the item satisfies any local holds. If so, the system fills the first local hold in the queue.

If there are multiple local holds and/or there are holds in more than one hold queue, the system checks for the first local hold in each queue and then fills the local hold that is earliest.

If V-Cat elects to enable the Give Precedence to Local Holds option, libraries will need to restart Sierra and self-check units to load the change. Disabling it will require the same steps.

Because hold queue positions might not be accurate, patrons will no longer see the display of hold queue positions (# of #) in the hold status listing in the online catalog. The hold queue number will also not be visible within the patron record in Sierra. If the "Give precedence to local holds," option is disabled the hold queue position would be restored in the online catalog and in Sierra.

#### Pros:

- easier to manage alternate paging list
- reduced movement of materials between locations
- less quarantine of materials after transit
- possibly shorter wait times related to transit and quarantine of materials
- opportunity to test out this setting to see how it works without committing to it for the long term

#### Cons:

- patrons would no longer see their position in the hold queue