V-Cat Council Meeting Minutes

Thursday, November 5, 2020 9:30 a.m.
via GoToMeeting

Call to Order and Announcements:

Council chair D. Frandrup (Antigo) called the meeting to order at 9:30 am. Roll call was taken and a quorum was present.

Members Present:

J. Jochimsen (Abbotsford), D. Frandrup (Antigo), V. Calmes (Colby), S. Bedroske (Dorchester), K. Heiting (Granton) left at 10:45, K. Metzke (Greenwood), T. Hall (Loyal), E. Petersen (Medford), D. Kiefer (Merrill), P. O'Connell (Minocqua), L. Petersen (Owen) left at 11:20, V. Roberts (Rhinelander) arrived at 9:53, T. Blomberg (Rib Lake), C. Huston (Stetsonville), A. Kuipers (Thorp), E. Brewster (Three Lakes), H. O'Hare (Tomahawk), C. Lemerande (Wabeno), K. Roesler (MCPL), C. Celestina-Smith (Westboro), and B. Hardin (Withee).

Also Present:

M. Stachowiak (MCPL), O. Carlson (MCPL), C. Luebbe (MCPL), J. Klingebeil (WVLS), K. Zimmermann (WVLS), A. Hamland (WVLS), and R. Metzler (WVLS).

Absent:

S. Schmidt (Crandon), R. Ludvigsen (Gilman), and F. Albrecht (Laona).

Approval of the Agenda:

C. Huston (Stetsonville) moved to approve the agenda, seconded by H. O'Hare (Tomahawk). Motion carried.

Approval of the September 2020 Minutes:

J. Jochimsen (Abbotsford) moved to approve the September 2020 minutes as written, seconded by P. O'Connell (Minocqua). Motion carried.

V-Cat Financial Report:

J. Klingbeil (WVLS) presented the August and September Financial Reports. He pointed out that adjustments were made to account for the 2020 budget revision changes. New lines were added to add visibility for where the change occurs.

M. Stachowiak (MCPL) suggested adding an asterisk to the bottom to indicate where the additional money came from for the maintenance fee. We look at these budgets historically and it may be useful to know where the money came from.

J. Klingbeil (WVLS) clarified that the maintenance fee has not changed for 2020.   M. Stachowiak (MCPL) noted that it would still be useful to have a clarification for where the $35,000 came from. J. Klingbeil (WVLS) reminded the council that the funds came from an overage that was accounted for with an in-year budget revision. J. Klingbeil (WVLS) agreed that a note on the reports is a good idea.

D. Frandrup (Antigo) asked if the phone lines being used for Teleforms can be dropped once the system is on Shoutbomb. J. Klingbeil (WVLS) answered that the phone lines will be dropped for the 2021 year. WVLS will expect an invoice from MCPL for 2020, but we will no longer expect that for 2021.

M. Stachowiak (MCPL) asked for clarity on the September report. The catalog utility line's total distribution is less than the total distribution for August. J. Klingbeil (WVLS) explained that WVLS will go back and look at this to give a best answer.

J. Klingbeil (WVLS) suggested that the council does not move to approve the reports as presented because of the discrepancy for the catalog utility line between August and September. August and September financial reports will be brought back to the council for approval at the next meeting.

D. Frandrup (Antigo) asked for discussion on postponing approval. The council agreed.

Action postponed.

Bibliographic / Interface Committee:
C. Luebbe (MCPL), Bibliographic / Interface Committee Chair, reported on behalf of the committee. The committee met on October 27 and discussed several topics.

Indexing Juvenile Subject Headings
WVLS has agreed to a statement of work from Innovative. K. Zimmermann (WVLS) and R. Metzler (WVLS) will be working closely with Innovative on this project.

MARC Tag 776/856 in bibliographic records
When these fields are present in records, they create link in the OPAC. These links are sometimes confusing to patrons. A discussion occurred on what to do with these fields. K. Zimmermann (WVLS) and R. Metzler (WVLS) are looking into options to hide these fields or remove them. Once options are known, they will be discussed with the committee to find a course of action.

Outdated Subject Headings
R. Metzler (WVLS) attended a meeting with other catalogers around the state to discuss outdated Library of Congress subject headings. Library of Congress can be very slow to update these headings. WVLS is considering creating local headings, along with some of the other systems in the state, to help update these headings.

Types of Bibliographic Records in the V-Cat Database
R. Metzler (WVLS) talked the committee through the types bibliographic records in the database that could be improved.

These records include:
Marc alerts – which are brief records that need to be enhanced. WVLS is looking into a library partnership to support the completion of these records.

Records with no subject headings – the committee discussed ways to update these records to include subject headings. K. Zimmermann (WVLS) and R. Metzler (WVLS) are looking into ways to prioritize this work. The committee will be discussing these options at the next meeting.

Magazines – 2021 magazines bib records will be created soon. R. Metzler (WVLS) will be looking into if ISSN can be added to magazine bib records. Some magazine bib records also do not have subject headings.

Bib records without an apparent OCLC number in the 001 tag – There are a number of bib records without an OCLC number in the 001. This could be a factor in future migrations. The committee decided that this is less important than the bibs without subject headings. The committee may come back to these at a future date.

R. Metzler (WVLS) announced that new members have been added to the Bibliographic / Interface Committee to ensure that there is representation from each county. The new members are Anne Kuipers from Thorp and Laurie Renel-Faledas from Crandon.

Cooperative Circulation Committee Report:
T. Blomberg (Rib Lake), Cooperative Circulation Committee chair, presented on behalf of the committee.

The committee met recently and worked on a guidance document to help libraries through service changes and closures. This document guides library staff through the daily tasks in several situations. The document, which highlights best practices, was presented to the council for review and feedback.

M. Stachowiak (MCPL) shared suggestions for improvement to the document. The committee will be meeting to discuss these suggestions.

M. Stachowiak (MCPL) asked if courtesy notices are generated if due dates are extended. K. Zimmermann (WVLS) clarified that if due dates are extended, then courtesy notices are extended.

E. Brewster (Three Lakes) noted that it might be useful to see system level changes in this document as well.

The committee will be meeting again soon to adjust this document.

Voting Models Exploratory Committee Report:
E. Petersen (Medford), Voting Model Exploratory Committee chair, presented on behalf of the committee.

E. Peterson (Medford) presented a recommendation and documents from the committee to the council. D. Frandrup (Antigo) asked the council for comments or questions.

E. Brewster (Three Lakes) congratulated the Voting Models Exploratory Committee on their work and the time they gave this project. She noted that the documents provided were very helpful.

D. Frandrup (Antigo) noted that the vote calculator spreadsheet makes the proposed voting process easy.

K. Roesler (MCPL) asked for an example of how the vote calculator would work. K. Zimmermann (WVLS) held a "vote" as an exercise to see the calculator in action. Discussion continued with further demonstrations on using the vote calculator. K. Zimmermann (WVLS) reported on committee's investigation of other systems' voting processes. D. Frandrup (Antigo) noted that the Steering Committee's recommendation was to do the dual voting as presented by the Voting Modals Committee in the recommendation. K. Zimmermann (WVLS) noted the proposed bylaw would require a 3/4 majority representative vote and a 3/4 majority weighted vote to pass a motion.

Concerns were raised about the use of consensus and whether to count abstaining members' votes in the proposed bylaws. Because of these concerns, the Voting Models Committee agreed to look at the proposed bylaws and clarify the intent.

The council decided not to make a motion on the proposed bylaws as written, instead asked the Voting Models Committee to revise the proposed bylaws.

Sierra Projects:
Discovery Layer Needs Assessment and Exploration Update
K. Zimmermann (WVLS) reported that the patron survey was very successful and thanked the advisory group members that helped put it together.

Highlights from the survey are:
- Every library had a minimum of 1 response
- Most of the responses indicate use of the classic catalog. It could be that people start in the discovery catalog and end up in the classic, but what seems familiar to them is the classic
- People are satisfied with the classic catalog
- Those that report that they use the discovery are satisfied
- There is a mix of people who are looking for just physical and people that want physical and digital

- Some optional features that are of interest: ability to search by series, single search box, and spell check
- Some limiting options that are of interest: limit to physical holdings, limit to format, and available now

WVLS staff have refined the product search to: Bibliocore, Pika, and Aspen. All three can be used with multiple ILS products. EBSCO Discovery Service is also being considered because it is the product we have now.

Holds Settings Update

K. Zimmermann (WVLS) reported on the current hold settings being used in Sierra.
The give precedence to local holds function is working, no issues have been reported to WVLS.

Prioritizing Holds at the Pickup Location was enabled on September 8, 2020.
- Page Open Locations First – was disabled temporarily on September 25 after issues arose with paging lists.
- Issues were seen with Rhinelander pickup with available copies not paging in Rhinelander, which now seem resolved.
- If widespread issues arise, ILS Administrator would like to be able to turn off this function between now and the February V-Cat Meeting.

A discussion occurred about K. Zimmermann's (WVLS) request. E. Brewster (Three Lakes) noted that Three Lakes was also affected when Rhinelander had issues and encouraged the council to allow K. Zimmermann (WVLS) to turn off the feature if problems arise.

K. Zimmermann (WVLS) noted that she is aware that other Sierra libraries have had problems and wants to able to react quickly.

A motion was made to allow the ILS Administrator to turn off Prioritizing Holds at the Pickup Location should widespread problems occurred by T. Blomberg (Rib Lake), seconded by T. Hall (Loyal). Motion carried.

Teleforms and SMS Replacement Project

J. Klingbeil (WVLS) reported on the Teleforms and SMS replacement project.

- SMS is in place and operating and has been working well since implementation.
- Phone calls are being tested and are nearly ready to be turned on. The goal is to be completed with this update by the end of year.

K. Zimmermann (WVLS) shared some of the details of the implementation. If a patron would like voice notices, the notice preference must be set to 'p' with 't' telephone number in the patron record. WVLS staff will be cleaning this up but if you prefer to do your own patron clean-up, please let K. Zimmermann (WVLS) know.

K. Zimmermann (WVLS) shared some documents about the patron setting and notice workflow. She also shared the patron record clean-up process.

Implementation will occur over a weekend. To prevent duplication of calls, Teleforms will be turned off on a Friday evening with no notices going out Saturday – Monday. On Monday evening, WVLS staff will be turning on Shoutbomb.

K. Zimmermann (WVLS) asked for input on the dates focusing on either November 13-17 or December 4-8. The council preferred the December dates as it allows for libraries to notify patrons.

P. O'Connell (Minocqua) requested language for informing patrons of the upcoming change. H. O'Hare (Tomahawk) requested a website slide. K. Zimmermann (WVLS) offered support from WVLS for both requests.

Cataloging Project
R. Metzler (WVLS) presented the cataloging partnership to the council. WVLS is looking to partner with a library to help overlay Marc Alerts with OCLC bib records. Interested library directors should contact hr@wvls.org no later than November 12. No discussion or questions.

ILS Admin Update:

Part of work subtitles in V-Cat Classic Catalog
K. Zimmermann (WVLS) was able to make full titles for TV series and graphic novels more visible in the patron catalog. Examples were shared of the change. The council gave a positive response to this change.

V-Cat Training Update
The following trainings have been offered since the last V-Cat Council Meeting:
- Z39.50 Cataloging Training
- Marc Alert Cataloging Training
- Create List Basics for High Demand
- Circulation and V-Cat Consortium Basics for new Gilman Director, Rita Ludvigsen

The following recordings and documents are now available:

Recordings:
- September 9th Z39.50 training
- Checking ISBNs in OCLC Records
- Making a MARC Alert out of an incomplete OCLC Record
- Overlaying a short bib with a full bib

Documents:
- Create List Basics
- Inventory Instructions (contact Katie)
- Inventory Control Shelflist (contact Katie)

WVLS Staff Training:
- New England Innovative Users Group
- WI IL Innovative Users Group
Upcoming:
- WebPAC Administration
- Load Profile Training (rules for importing records)

Upcoming Sierra System Upgrade
K. Zimmermann (WVLS) is looking into upgrading Sierra to either 5.2 or 5.1. After review from K. Zimmermann (WVLS) and R. Metzler (WVLS) both prefer 5.1. The plan is to schedule this upgrade after Shoutbomb voice is turned on.   K. Zimmermann (WVLS) noted that 5.3 is out in March.

Support for this upgrade will be provided by WVLS and the upgrade will likely happen early in the week during the evening.

Other Items to Report
Uniform checkout periods update:
        Several libraries have reached out to begin the process:

- Granton (First set of changes were done earlier this year)
- Loyal (Anticipated launch date – December 15)
- Rib Lake
- Three Lakes
- Abbotsford (Anticipated launch – January)
- Greenwood

Reminder: when you are ready to make these changes contact the ILS Admin to get started

Juvenile Subject Headings:

K. Zimmermann (WVLS) and R. Metzler (WVLS) met with an indexing expert from Innovative to start this process. It may also be possible to index local subject headings as well.

Sierra Snack:

Presented by K. Zimmermann (WVLS)

Idea Lab is the website hub for customer-driven innovation process that informs Innovative product improvements. To participate, simply go to Idea Lab, and enter in your username and password. https://idealab.iii.com/

You can submit your own ideas or comment and vote on ideas that you'd like to see in a future release of Sierra.

Current voting challenge: https://idealab.iii.com/sierra-thecomebackch/Page/Overview

Not sure if you want to create an account?
You can see the new ideas that have already been selected for implementation in upcoming releases at https://idealab.iii.com/main/Page/SelectedIdeas

Request for Agenda items:

J. Klingbeil (WVLS) noted that the financial reports will be presented again at the next meeting.

Upcoming Meetings:

a. TBD November/December - Discovery Layer Advisory Meeting

b. Thursday, November 19th at 10 a.m. - Cooperative Circulation Committee

c. Tuesday, December 8th at 10:00 a.m. - Bibliographic and Interface Committee

d. Thursday, November 12 at 9:30 a.m. - Voting Models Committee

d. Thursday, February 4th, 2021 at 9:30 a.m. - V-Cat Council

Adjournment:

S. Bedroske (Dorchester) moved to adjourn, seconded by K. Roesler (MCPL). Motion carried. Meeting adjourned at 12:15 p.m.

SUBMITTED: 11/19/2020 R. METZLER, RECORDER