



# V-Cat Council Meeting

Thursday, February 4, 2021

9:30am – 12:00pm

Wisconsin Valley Library Service  
300 First Street - Wausau WI, 54403

**Due to precautions concerning COVID-19 this meeting will be held by remote attendance only.**

**Audio tests and Conversation – 9:15 am**

## Meeting Agenda **AMMENDED**

**Call to Order – 9:30am** (Chairperson, Stephanie Schmidt)

1. **Roll call** (Meeting Facilitator, ILS Administrator, Katie Zimmermann)
2. **Action:** Approval of Agenda (Chairperson)
3. **Action:** Approval of Previous Meeting Minutes: November 2020 (Chairperson)
4. **Financial Reports**
  - a. **Report:** Review financial reports for August – December 2020 (CIO, Joshua Klingbeil)
  - b. **Action:** Acceptance of Financial Reports (Chairperson)
5. **2021 Rebate on V-Cat Annual Maintenance and Re-allocation of Unspent Operating Funds** (ILS Administrator, Katie Zimmermann)
6. **Committees**
  - a. **Appointment of Nominating Committee for 2021 2022 V-Cat Chair** (Chairperson) b. **Bibliographic and Interface Committee**
    - i. **Report:** (Committee Chairperson, Chris Luebbe)
  - c. **Cooperative Circulation Committee**
    - i. **Report:** (Committee Chairperson, Tammie Blomberg)
    - ii. **Recommendation:** Allow due dates beyond expiration date of patron record.

1. **Action:** Adopt Recommendation
- d. **Voting Models Exploratory Committee**
  - i. **Report:** (Committee Chairperson, Dominic Frandrup)
  - ii. **Recommendation:** Proposed Bylaw changes
    1. **Action:** Adopt Bylaw Changes

**Break – 5 minutes**

7. **Sierra Projects:**
  - a. **Shoutbomb Implementation Update** (ILS Administrator)
    - i. Frequency and Scheduling of Notices
    - ii. Review of notices workflow
  - b. **Sierra System Upgrade – Update** (ILS Administrator)
8. **Report of the ILS Admin:** (ILS Administrator)
  - a. **Discovery Layer Needs Assessment and Exploration Update** (ILS Administrator)
    - i. **Report:** (ILS Administrator)
    - ii. **Recommendation:** Adjust EDS invoicing and delay discovery layer selection until June 2021
      1. **Action:** Approve recommendation
  - b. **Holds Functions Status Report** (ILS Administrator)
    1. Give Precedence to Local Holds - Status report
    2. Prioritizing Hold Fulfillment at The Pickup Location - Status Report
    3. Item Level Holds - Status Report
  - c. **V-Cat Cataloging Partnership Update** (ILS Specialist, Rachel Metzler)
  - d. **V-Cat Training Update** (ILS Administrator/ILS Specialist)
  - e. **Other Items to Report**
9. **Sierra Snack:**
  - a. **Patron Expiration Date Alert** (ILS Administrator)
10. **Other V-Cat Topics** (V-Cat Council Representatives)
11. **Request for items to include on the next meeting agenda** (Chairperson)

12. **Upcoming Meetings** (ILS Administrator)

13. **Action:** Adjournment (Chairperson)

## Remote Meeting Connection Information

**Remote Meeting** <https://global.gotomeeting.com/join/886048949>

**Dial in** [+1 \(571\) 317-3122](tel:+15713173122)

**Access Code** 886-048-949

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, please notify Katie Zimmermann by email: [ils.admin@wvls.org](mailto:ils.admin@wvls.org) **by the end of day Wednesday, February 3, 2021.** Proxy assignment notifications must be made prior to the start of the meeting but to ensure notifications are expressly documented and noted, please make best effort to submit by email to both Katie Zimmermann ([ils.admin@wvls.org](mailto:ils.admin@wvls.org)) and Stephanie Schmidt ([director@crandonpl.org](mailto:director@crandonpl.org)) **by the end of day Wednesday, February 3, 2021.**

Any person planning to attend this meeting who needs special accommodations in order to participate, including toll-free access, should notify the WVLS office by emailing [cio@wvls.org](mailto:cio@wvls.org)

## V-Cat Council Meeting Minutes

Thursday, February 4, 2021 9:30 a.m.



### Call to Order and Announcements:

Meeting was called to order at 9:33 am by chair S. Schmidt (Crandon).

### Members Present:

J. Jochimsen (Abbotsford), D. Frandrup (Antigo), V. Calmes (Colby), S. Schmidt (Crandon), S. Bedroske (Dorchester), R. Ludvigsen (Gilman), K. Heiting (Granton), K. Metzke (Greenwood), T. Hall (Loyal), D. Kiefer (Merrill), P. O'Connell (Minocqua), J. Ziebell (Neillsville), L. Petersen (Owen), V. Roberts (Rhineland), T. Blomberg (Rib Lake), 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), J. Kinney (MCPL), R. Metzler (WVLS), K. Zimmermann (WVLS), J. Klingbeil (WVLS) leaving at 11:32 am, and J. Matczak (WVLS) leaving at 11:05.

### Absent:

F. Albrecht (Laona), M. Handel (Medford), L. Petersen (Owen), and C. Huston (Stetsonville).

### Approval of the Agenda:

V. Calmes (Colby) moved to approve the agenda as written, D. Frandrup (Antigo) seconded. Motion carried. V. Calmes (Colby) and D. Frandrup (Antigo) rescinded their original motion when a discrepancy in the year for the nominating committee's chair was found.

V. Calmes (Colby) moved once again to approve the agenda with a correction in 6a from 2021 to 2022, D. Frandrup (Antigo) seconded. Motion carried.

### Approval of the November 2020 Minutes:

T. Hall (Loyal) moved to approve the minutes as written, E. Brewster (Three Lakes) seconded. Motion carried.

### V-Cat Financial Report:

J. Klingbeil (WVLS) reported on the V-Cat Financial Report.

Shared documents have corrections dating back to July. This mistake occurred when the revised budget from June was not reflected going forward. There was \$0.20 in the approved budget revision. This \$0.20 was missed while revising and this has been corrected. The budget now balances out to the penny as expected.

V. Roberts (Rhineland) moved to accept the August through December financial reports, V. Calmes (Colby) seconded. Motion carried.

### 2021 Annual Maintenance Rebate

K. Zimmermann (WVLS) reported on the \$10,000 rebate that will be coming to the 2021 V-Cat maintenance.

Typically, unspent appropriations are split with 50% going to the V-Cat Long Term Replacement Reserve Fund, and 50% going to the V-Cat Special Projects Future ILS Enhancements Fund.

In 2019, \$27,500.00 of the unspent appropriations were for Cataloging Utility typically prepaid for a one-year period as the prepayment was missed. This led to a larger than expected amount for unspent appropriations in 2019. The total amount of unspent appropriations from 2019 was \$48,804.47. Fifty percent of this was applied to the V-Cat Special Projects Future ILS Enhancements Fund (\$24,853.44). Since the V-Cat Long Term

Replacement Reserve Fund is capped at 375,000.00 funds, unspent appropriations in the amount of \$24,858.43 could not be applied.

The remaining \$24,853.43 was re-allocated when the V-Cat Council approved a Revised 2020 V-Cat Budget: \$14,200 of the unspent appropriated funds from 2019 to be appropriated to cover the first half of Cataloging Utility services in 2020. Funds originally appropriated for 2020 were used to prepay for a one-year period from July 2020-June 2021. \$853.43 was applied to Human Resources/V-Cat Staff to reduce the amount subsidized by WVLS. \$1,000.00 was applied to ILS Application & Platform Services/E-Commerce to reduce the amount subsidized by WVLS. The original 2020 allocation of \$27,500.00 for Cataloging Utility was reduced to \$26,300 based on updated invoice information, freeing up \$1,200.00.

This left \$10,000 remaining, which appears in the non-operating expenses on the revised 2020 V-Cat Appropriations plan as earmarked as a proposed 2021 rebate for V-Cat member libraries. This amount does not appear on the V-Cat Budget reports as there was not an appropriation for it to report against.

K. Roesler (MCPL) asked for clarification on the purpose of the Disaster Relief Fund. K. Zimmermann answered this fund would cover the cost of an expense in an emergency. J. Klingbeil (WVLS) added that the contingency fund was historically appropriated each year with the most recent annual appropriation being \$2,500. When unused this created a situation of unspent funds each year. A revision of the original 2020 budget was adopted in June 2020 which converted the contingency appropriation into a Disaster Recovery reserve and increased the new fund's starting balance by \$8,000 to \$10,500.

M. Stachowiak (MCPL) asked if the \$10,500 in the Disaster Relief Fund is carried over each year and will it be accounted for on the bottom of the document like the future ILS enhancements fund is. K. Zimmermann (WVLS) answered yes, we are looking to improve how these funds are displayed on these documents.

M. Stachowiak (WVLS) asked if the Long-term Replacement Fund is the fund with the \$375,000 cap. K. Zimmermann (WVLS) confirmed that the long-term fund is currently capped at \$375,000 by V-Cat's self-imposed restriction.

An updated version of the rebate document will be produced and placed online in the meeting documents section of the V-Cat Consortium webpage.

K. Roesler (MCPL) asked where the interest goes for the \$375,000 long term replacement fund if it is capped. J. Klingbeil (WVLS) answered that he cannot speak to that authoritatively and that WVLS staff will review with M. Sepnanski (WVLS) and report that information at the next meeting.

#### **Appointment of Nominating Committee for 2021 V-Cat Vice-Chair/Chair-Elect (Chairperson)**

S. Schmidt (Crandon) called for volunteers to be on the Nominating Committee. K. Zimmermann (WVLS) reminded the council that the Nominating Committee's work should be able to be completed in one meeting. K. Heiting (Granton), T. Hall (Loyal), H. O'Hare (Tomahawk) volunteered to be on the Nominating Committee.

**Bibliographic / Interface Committee:**

R. Metzler (WVLS) reported on behalf of the Bibliographic / Interface Committee. The committee updated the Council on several projects.

1. Indexing Juvenile Subject Headings
  - a. New approach – combine Adult & Juvenile subject headings into 1 index.
2. Outdated subject headings
  - a. The committee continues to work on this project and has been discussing plans to address.
3. Records with no subject headings
  - a. Lists of bibs without subject headings with only 1 item attached will be sent to z39.50 libraries in February.
  - b. Bib committee members have had the opportunity to preview their library's list to test out the committee's plan for the work.
  - c. Libraries have the option of updating the records or weeding the items, especially in the case of items missing for the shelf or no longer of value to library users.
  - d. WVLS is investigating whether this work could be outsourced.
  - e. If your library is interested in outsourcing this work, please let WVLS know before the April V-Cat Council meeting.
  - f. Overlay training will be provided to interested libraries already using Z39.50 for cataloging in March.
  - g. Libraries that do not have Z39.50 training can contact Rachel to discuss options.
  - h. The goal is to have this work done by November 30, 2021 to allow for final deletions and end of year database cleanup.

**Cooperative Circulation Committee Report:**

T. Blomberg (Rib Lake) reported for the Cooperative Circulation Committee.

The Cooperative Circulation Committee completed the Service Changes Best Practices introduced at the last V-Cat Council meeting.

The committee noticed that not all libraries are using an option for a pop up to alert library staff when a patron's card will be expiring soon. Note: K. Zimmermann (WVLS) shared more about this option in the Sierra Snack.

K. Zimmermann (WVLS) presented a recommendation from the committee to council.

When a nearly expired card is used, allow due dates to be applied beyond patron card expiration date instead of truncating due date to the expiration date of the patron record. Note: Patron records past the expiration date will still be blocked from circulation activity.

V. Roberts (Rhineland) moved to approve the recommendation as written, seconded by E. Brewster (Three Lakes). Motion carried.

**Voting Models Exploratory Committee Report:**

D. Frandrup (Antigo) reported for the Voting Models Exploratory Committee.

There was no discussion about the materials provided to the V-Cat Council by the committee.

T. Hall (Loyal) moved to adopt the bylaw changes as recommended by the Voting Models Exploratory Committee, seconded by P. O'Connell (Minocqua). Motion carried.

A question was asked about when this bylaw change will take effect. This bylaw change now goes to the WVLS Board of Trustees for ratification and may be in effect as early as April 2021.

**Sierra Projects:****Shoutbomb Implementation Update**

As of **12/17/2020** titles are not included in the Shoutbomb Voice overdue notices or hold pickup notices. This is due to privacy concerns for library users with a shared telephone. Please note that titles will still be given when a patron calls into the automated renewals line for information about their account.

As of **12/18/2020**, overdue notices are sent to Shoutbomb at 2:45 in the afternoon to allow libraries more time to check in book drop and quarantined items.

There is some flexibility in the schedule and scope of files sent to Shoutbomb for Overdue notices and Hold Pickup Notices. WVLS can offer alternatives to the current schedule.

Current schedule:

Overdues - 1x/day at 2:45 pm

Hold Pickup Notices - hourly

A survey will be sent to determine preferences to choose a time that will work for most libraries.

There was discussion about this information. D. Frandrup (Antigo) asked if text and phone notifications are sent on the same schedule. K. Zimmermann (WVLS) confirmed that they are sent on the same schedule and cannot be separated.

The Council was reminded that email notices are run in Sierra by library staff and are sent when the staff runs the notices.

Shoutbomb holidays list was set by the Cooperative Circulation Committee and includes all days when all libraries are closed.

K. Zimmermann (WVLS) shared the Shoutbomb workflow with the Council to confirm that no duplicate notices are going out.

A request was made to place all Shoutbomb related documentation to the training site. K. Zimmermann (WVLS) confirmed that it will be on the site when finalized.

M. Stachowiak (MCPL) noted that the best practices document may need updating. K. Zimmermann (WVLS) will bring this to the Cooperative Circulation Committee for review.

**Sierra System Upgrade – Update**

WVLS has received a confirmation that 5.2 upgrade fixes the Circa call number issue. WVLS will be reviewing the upgrades again with this knowledge. Currently WVLS is looking at the last week of Feb/first week March for upgrade. The version will be announced before that time. Upgrade will occur on a Tuesday to allow for time to handle issues that arise before the weekend.

K. Roesler (MCPL) asked if the upgrade will occur during the night. J. Klingbeil (WVLS) answered that the upgrade will be scheduled after hours with a global Innovative team. The team will help resolve the upgrade before the start of next business day. No business day upgrade is anticipated.

## ILS Admin Update:

### Discovery Layer Needs Assessment and Exploration Update

K. Zimmermann (WVLS) and R. Metzler (WVLS) scheduled demos of products. The Discovery Layer Advisory Group have looked at the products and agreed that Aspen and Pika will be receiving an in-depth look. The group will be considering the staff feedback gathered at the beginning of this process as well as the data learned in patron survey. WVLS and the Advisory Group agree that we need to move forward on a layer that is focused on public libraries and meets the needs of our patrons. Aspen and Pika are both strong contenders.

Recommendation:

Adjust EDS invoicing and delay discovery layer selection until June 2021.

D. Frandrup (Antigo) moved to approve the recommendation as written and K. Metzke (Greenwood) seconded. Motion carried.

### Holds Function Status Report

K. Zimmermann (WVLS) reported that no concerns about give precedence to local holds have been shared with WVLS.

Item level holds transfer to another item on the bib record:

Innovative recently explained that Sierra transferring item holds to another item on the bib is expected behavior. Item holds transfer to other items on a bib (as an item hold) on the same schedule as title level holds.

Item level holds cycle through the paging lists only one time for each item available to be paged. Once that cycle is complete, the item level hold remains on the last item paged and does not cycle through the paging list again. This can cause item level pages to get stuck.

**Holds on magazines and other items with volume fields will not transfer.** The system does not transfer pages to or from items that have volume numbers in their item records.

**It is very important that libraries are running their item level paging lists often to avoid as many "lost" item level pages as possible.**

## V-Cat Cataloging Partnership Update

R. Metzler (WVLS) reported on the V-Cat Cataloging Partnership

WVLS was pleased with the number of interested libraries. We selected two partner libraries: Antigo and Minocqua. The catalogers are Maria Pregler from Antigo and Cindy Wendt from Minocqua.

Because of the numbers of responses, we looked at years cataloging in system, number of hours cataloging each week, what trainings had been completed, number of bibs records with their signatures, and Bibliographic Committee membership.

Both partners were trained in late December 2020. Since starting their work over 415 bib records have been overlaid.

Please be aware that the cataloging partners are using the WVLS Cataloging library card and sending materials to their libraries when needed.



### V-Cat Training Update

March 4: **Create Lists and Rapid Update**, converting juvenile patrons to adult (K. Zimmermann)

March 10: **Overlaying bib records**, subject heading project (R. Metzler)

Other possible upcoming trainings:

Z39.50 cataloging training when needed (R. Metzler)

Creating and updating patron records training (K. Zimmermann)

As always, WVLS staff are open to Sierra related training requests. When a training is scheduled it will be open to all member library staff and recorded.

### Other Items to Report:

Updating libraries to our uniform check out periods is underway. A few libraries are completed: Rib Lake, Loyal, and Abbotsford. WVLS is ready for more libraries to reach out and sign up.

The Innovative User Group Conference will be held virtually in March. K. Zimmermann (WVLS) will be attending.

WVLS staff is working on more reporting tools with Dashboard. We will let you know when changes occur. Our goal is to have Dashboard match the information needed in the Annual Report.

### Sierra Snack:

#### Patron Expiration Date Alert

Options for patron record display document can be sent out to the Council.

K. Zimmermann (WVLS) shared some customizable options for patron records display and alerts with the Council.

### Other V-Cat Topics:

None

### Request for items to include on the next meeting agenda:

None

### Upcoming Meetings:

A meeting planner was shared with the council.

### Adjournment:

P. O'Connell (Minocqua) moved to adjourn, K. Roesler (MCPL) seconded. Motion carried. Meeting adjourned at 11:35 am.