



# V-Cat Council Meeting

Thursday, April 1, 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

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

1. **Roll call** (Meeting Facilitator, ILS Administrator, Katie Zimmermann)
2. **Review of approved Bylaw change and new voting procedures in effect.** (K. Zimmermann)
3. **Action: Consent Agenda** (Chairperson)
  - a. Review Consent Agenda Items
  - b. Approval of Agenda
  - c. Approval of Previous Meeting Minutes: February 2021
4. **Financial Reports**
  - a. **Report:** Review of financial reports for January- February 2021 (K. Zimmermann)
  - b. **Action:** Acceptance of Financial Reports (Chairperson)
5. **2022 Budget Proposal – Draft**
  - a. **Recommendation:** Proposed 2022 V-Cat Budget (K. Zimmermann)
6. **Committees**
  - a. **Nominating Committee for 2021 V-Cat Chair Elect/2022 V-Cat Chair**
    - i. Presentation of Nomination(s) (Committee member)
    - ii. Call for Other Nominations

iii. **Action:** Vote for 2021 V-Cat Chairperson-Elect

**b. Bibliographic and Interface Committee**

i. Report: (Committee Chairperson, Chris Luebbe)

**c. Cooperative Circulation Committee**

i. Report: (Committee Chairperson, Tammie Blomberg)

ii. Recommendation: Using Claims Returned

1. **Action:** Adopt Recommendation

**Break – 5 minutes**

**7. Sierra Projects:**

**a. Shoutbomb Implementation Update** (ILS Administrator)

i. **Report:** Survey Results

ii. Proposed options for Frequency and Scheduling of Notices

**b. Sierra System Upgrade – Update** (ILS Administrator)

**8. Report of the ILS Admin:** (ILS Administrator)

**a. Top 10 Accomplishments of 2020** (ILS administrator)

**b. Discovery Layer Needs Assessment and Exploration Update**

i. **Report:** (ILS Administrator)

**c. Holds Functions Status Report** (ILS Administrator)

i. Give Precedence to Local Holds

1. **Status report and Recommendation:** Discontinue use

2. **Possible Action:** Discontinue use of Give Precedence to Local Holds Circulation Option.

ii. Prioritizing Hold Fulfillment at the Pickup Location - Status Report

1. **Status report and Recommendation:** Continue use

- d. **ILS Evaluation and Review** (ILS Administrator)
  - i. Overview and Next Steps
  - ii. **Possible Action:** Formation of Ad-Hoc Committee
  
- e. **V-Cat Cataloging Update** (ILS Specialist, Rachel Metzler)
  - i. Subject Headings Project Report
  
- f. **V-Cat Training Update** (ILS Specialist)
  - i. MARC Alert Cataloging - April 21 at 2 pm
  - ii. Z39.50 Cataloging – April 28 at 2 pm
  - iii. Best months for training

**g. Other Items to Report**

**9. Other V-Cat Topics** (V-Cat Council Representatives)

**10. Request for items to include on the next meeting agenda** (Chairperson)

**11. Upcoming Meetings**

Tuesday, May 4, 2021 10:00 am V-Cat Bibliographic Control and Interface Committee Meeting  
Thursday, May 14, 2021 1:00 pm V-Cat Cooperative Circulation Committee Meeting  
Thursday, June 3, 2021 9:30 am V-Cat Council Meeting

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

## Remote Meeting Connection Information

**Remote Meeting** <https://global.gotomeeting.com/join/582150669>

**Dial in** [+1 \(646\) 749-3122](tel:+16467493122)

**Access Code** 582-150-669

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, March 31, 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, March 31, 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, April 1, 2021 9:30 a.m.

Via GoToMeeting



### Call to Order and Announcements:

The meeting was called to order at 9:32 am by S. Schmidt (Crandon), V-Cat Council Chair.

### Members Present via GoToMeeting:

J. Jochimsen (Abbotsford), D. Frandrup (Antigo), V. Calmes (Colby), S. Schmidt (Crandon), E. Brewster (Three Lakes), M. Handel (Medford), K. Heiting (Granton) leaving at 10:55 (during ILS Review Process discussion), K. Metzke (Greenwood), T. Hall (Loyal) leaving at 11:21 (during other Sierra topics discussion), K. Roesler (MCPL), P. O'Connell (Minocqua), J. Ziebell (Neillsville), L. Petersen (Owen), V. Roberts (Rhineland), T. Blomberg (Rib Lake), D. Kiefer (Merrill), A. Kuipers (Thorpe) leaving at 10:55 (during ILS Review Process discussion), H. O'Hare (Tomahawk), C. Celestina-Smith (Westboro), S. Bedroske (Dorchester) arriving at 9:46 (during the financial report review) leaving at 11:28 (during the other Sierra topics discussion), and C. Huston (Stetsonville) arriving at 9:51 (during the financial report review).

### Also Present via GoToMeeting:

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

### Absent:

F. Albrecht (Laona), C. Lemerande (Wabeno), R. Ludvigsen (Gilman), and B. Hardin (Withee)

### Review of approved bylaw change and new voting procedures in effect:

K. Zimmermann (WVLS) reminded the Council on how the new voting will work. There were no questions.

### Consent Agenda: Approval of the Agenda and Previous Meeting Minutes:

Motion to approve agenda. V Calmes (Colby) first, seconded by V. Roberts (Rhineland). Motion carried.

Motion to approve minutes. K. Roesler (MCPL) first, seconded by P. O'Connell (Minocqua) with the amendment to add a note about the attendance being virtual. Motion carried.

### V-Cat Financial Report:

K. Zimmermann (WVLS) reported on the V-Cat Financial Report.

K. Zimmermann (WVLS) reviewed the reports for January and February 2021. The format of these reports was updated to more clearly represent the funds. Positive feedback was given about the format change. It was suggested that adding current/YTD language would clarify the reports. K. Zimmermann (WVLS) noted that the top section is monthly, and the bottom is YTD and this could be noted in future reports.

A discussion occurred about multiple entries for special projects. The intention is to show any removal from the special project fund as a separate entry. In 2020, \$8,000 was removed from the special projects fund for the Shoutbomb install.

A discussion occurred about the interest gained from the reserve fund money. It was clarified that V-Cat reserve funds are invested with other WVLS funds in multiple CDs with varying due dates and interest rates.

A question was raised about increasing the amount in the long-term replacement fund. K. Zimmermann (WVLS) clarified that it could be discussed as part of the budget process. The V-Cat Council could choose to increase the budget to add to the fund.

K. Roesler (MCPL) moved to accept the reports as presented, seconded by V. Calmes (Colby). Motion carried.

## 2022 Budget Proposal – Draft

K. Zimmermann (WVLS) presented the 2022 budget draft.

A question was asked about why the “may include” language has been left in the ILS Application and Platform Service account description. K. Zimmermann (WVLS) clarified that this language was left because certain line items were placed there in previous years.

Clarity was requested for the long-term replacement and contingency funds. K. Zimmermann (WVLS) noted that even though money is not being collected for them in the 2022 budget, the lines are included as a placeholder for future budgets.

K. Zimmermann (WVLS) also explained that the 2021 V-Cat Maintenance invoices will show the regular maintenance and will include a line noting the rebate and display the balance due.

## Nominating Committee for 2021 V-Cat Council Chair Elect / 2022 V-Cat Council Chair

Presentation of the nominations from committee member, K. Heiting (Granton).

The committee presented J. Jochimsen (Abbotsford) as the nomination for the 2021 V-Cat Council Chair Elect / 2022 V-Cat Council Chair.

S. Bedroske (Dorchester) moved to approve J. Jochimsen (Abbotsford) as 2021 V-Cat Council Chair Elect / 2022 V-Cat Council Chair, seconded by K. Roesler (MCPL). Motion carried.

## Bibliographic / Interface Committee:

C. Luebbe (MCPL), Bibliographic / Interface Committee Chair presented.

During the February 9, 2021 committee meeting, regular meeting dates for the remainder of 2021 were set.

The committee discussed the indexing of juvenile subject headings. These are now clickable links in the patron catalog. The committee has not heard any negative response to this change. Comments can go to committee members.

The committee continues to work on the outdated subject headings. A plan has been set to create additional local subject headings to insert into the catalog. These new, local headings are meant to be more culturally sensitive.

An update on the bib records with no subject headings project will be given by R. Metzler (WVLS) later in the meeting.

## Cooperative Circulation Committee Report:

T. Blomberg (Rib Lake), Committee Chair, reported that the committee is continuing to its work to:

- look for areas of commonality in loan rules.
- help libraries clean up their areas of Sierra with assistance from K. Zimmermann.
- standardize the wording of print notices. The goal is for the notices to be accurate for all libraries and not be confusing for patrons.

- review options for the timing of Shoutbomb voice and text message notices. Please review the document in the meeting packet and connect with K. Zimmermann to request changes.
- address the need for temporary hold settings such as give precedence to local holds and prioritizing the pickup location. The Council's feedback will be requested later in the meeting.

The Cooperative Circulation Committee presented the following recommendation to the Council:

“V-Cat member libraries should not use Claims Returned for items owned by other V-Cat libraries. Libraries may set their own local procedures for marking their own items as Claims Returned.”

M. Stachowiak (MCPL) asked if language about billing can be included in the recommendation. She suggested that owning libraries reserve the right to bill the lending library if the lending library has marked the owning library's item as 'Claims Returned'.

A question about the meaning of 'Claims Returned' came from a Council member. K. Zimmermann (WVLS) explained that if a patron says they brought an item back the item may be marked as 'Claims Returned.'

K. Zimmermann (WVLS) offered to set up a meeting to show the functionality of the process. 'Claims Returned' changes the relationship of the item to the patron, and patrons may no longer be responsible for the items that are marked as 'Claims Returned'. K. Zimmermann (WVLS) suggested a better practice may be renewing items, giving patrons and staff more time locate the missing items.

T. Hall (Loyal) moved to approve the recommendation with the additional language of "Owning libraries may bill the lending library for items set to Claims Returned on the same schedule as billed items.", seconded by C. Huston (Stetsonville). Motion carried.

Approved recommendation language is as follows:

“V-Cat member libraries should not use Claims Returned for items owned by other V-Cat libraries. Libraries may set their own local procedures for marking their own items as Claims Returned. Owning libraries may bill the lending library for items set to Claims Returned on the same schedule as billed items.”

The Council took a 5-minute break.

## Sierra Projects:

### Shoutbomb Implementation Update

The survey about notice times resulted in the options in the document provided in the meeting packet. The options are 12:00 pm, 2:45 pm and 4:00 pm. Library staff should let K. Zimmermann (WVLS) know what time is preferred.

A question was asked about the possibility of multiple notices based on the owning library of the item. K. Zimmermann (WVLS) clarified that Shoutbomb used the home library for calls, so the patron should be getting notices based on their home library's schedule. Patrons that have email notices and text notices from Shoutbomb may get duplicate notices.

A council member asked if all V-Cat libraries need to have the same schedule or if this is customizable by library. K. Zimmermann (WVLS) answered that it is customizable all V-Cat libraries need not be on the

same schedule. Library staff should contact K. Zimmermann (WVLS) if they would like to change their libraries notice schedule.

### **Sierra Systems Upgrade Update**

K. Zimmermann (WVLS) reminded the Council that an email was sent in late February/early March explaining why an upgrade to version 5.2 did not occur. There were multiple hold functionality problems that would have affected multiple libraries. WVLS opted to wait for version 5.3, which is scheduled for release on April 1. There are no new known issues with version 5.3.

M. Stachowiak (MCPL) asked if library staff will be able to see if a hold is frozen in version 5.3. K. Zimmermann (WVLS) noted that it looks like a frozen hold will display on the patron record in 5.3.

### **ILS Admin Report:**

#### **Top 10 Accomplishments of 2020**

K. Zimmermann (WVLS) introduced the Top 10 document to the Council and encouraged sharing of this document.

#### **Discovery Layer Needs Assessment and Exploration Update**

K. Zimmermann (WVLS) recently demoed a new discovery layer product called ChiliPac. This product does not fit the needs of V-Cat as it is a catalog enhancement and not a full discovery layer.

A thorough review and comparison of discovery products Aspen and Pika will be undertaken by K. Zimmermann (WVLS) and R. Metzler (WVLS) and will be presented to the Council in June.

#### **Holds Functions Status Report**

##### **Give Precedence to Local Holds**

Recommendation from ILS Administrator:

Discontinue use of the Give Precedence to Local Holds circulation option to allow holds to be filled in the order they have been placed. Note: High demand limitations will still be in place.

K. Roesler (MCPL) moved to approve this recommendation, seconded by E. Brewster (Three Lakes). Motion carried.

K. Zimmermann (WVLS) noted that the change will not occur before Tuesday/Wednesday next week. An email will be sent out when this work has been completed.

##### **Prioritizing Hold Fulfillment at the Pickup Location - Status Report**

K. Zimmermann (WVLS) recommended to keep this function turned on as it helps reduce the transit time of materials and reduces unnecessary movement of materials between buildings.

K. Heiting (Granton) has noted some glitches with the function. K. Zimmermann (WVLS) indicated that she would connect with Granton to troubleshoot.

#### **ILS Evaluation and Review**

K. Zimmermann (WVLS) reviewed the process of ILS Evaluation. First phase will be to assess the challenges of our current ILS and investigate the functionality of our current ILS and other products in those areas. The next potential phases could be to compare products and prepare for migration.

M. Stachowiak (MCPL) asked for a potential timeline. K. Zimmermann (WVLS) noted that this process should start within the next 6 months. We may be able to negotiate changes with Sierra as soon as early 2022. The migration could occur as soon as 2023.



K. Zimmermann (WVLS) asked if it made sense for WVLS staff to work with current existing committees for the assessment and investigation phase, or if the Council would prefer to form a new committee. The Council generally agreed to start the work with assistance from the Bibliographic / Interface Committee and the Cooperative Circulation Committee by assessing the challenges of Sierra. When we are further in the process the WVLS will look at forming new committees for the comparison of products and migration preparation.

### **V-Cat Cataloging Update**

R. Metzler (WVLS) updated the Council on the bibs with no subject headings project. Many libraries have met with R. Metzler (WVLS) for a consult and have started work on their lists. R. Metzler (WVLS) will be reaching out to the libraries she has not yet met with to get them started on the project.

C. Luebbe (MCPL) asked how the project is going and R. Metzler (WVLS) responded positively.

### **V-Cat Training Update**

MARC Alert and z39.50 training will be offered soon. Recordings will also be available after the trainings have been completed.

K. Zimmermann (WVLS) asked for suggestions for the best months to offer trainings. Many Council members answered that March, April, September, and October could be good months for training.

### **Other Items to Report**

Totals report error: R. Metzler (WVLS) explained an error found in the 2020 total reports and assured everyone that corrections will be made and placed on the website. The Council will be notified when these updates are ready for viewing on the website.

### **Other V-Cat Topics:**

K. Zimmermann (WVLS) shared a product option, Innovative Public Library Mobile App. D. Frandrup (Antigo) asked for details of the quote. K. Zimmermann (WVLS) shared this information with the Council.

M. Stachowiak (MCPL) asked if this app could be used as a remote check out option. K. Zimmermann (WVLS) noted that she wasn't sure if the app would function in that way as she believes the user needs to be in close proximity to the library for check out.

K. Zimmermann (WVLS) further explained that there are other options currently available for remote check out including offline circ and Sierra web.

### **Request for Future Agenda Items:**

None

### **Upcoming Meetings:**

A note was made that the upcoming Cooperative Circulation Committee Meeting is on Thursday, May 13 not on May 14 as it was published on the V-Cat Council Agenda.

### **Adjournment:**

K. Roesler (MCPL) moved to adjourn the meeting, seconded by V. Calmes (Colby). Motion carried at 11:32 am