

V-Cat Council Meeting Minutes

Thursday, June 3, 2021, 9:30 am



Call to Order and Announcements:

The meeting was called to order J. Jochimsen (Abbotsford), chair-elect at 9:31 am.

Members Present Go To Meeting:

J. Jochimsen (Abbotsford), D. Frandrup (Antigo) leaving at 11:43 during the WVLS staff reports, V. Calmes (Colby), E. Brewster (Three Lakes), S. Bedroske (Dorchester), M. Handel (Medford), K. Heiting (Granton), K. Metzke (Greenwood) arriving at 10:14 during the Cooperative Circulation Committee report billing discussion, T. Hall (Loyal), K. Roesler (MCPL), P. O'Connell (Minocqua), J. Ziebell (Neillsville), L. Petersen (Owen), V. Roberts (Rhineland), D. Kiefer (Merrill), H. O'Hare (Tomahawk), C. Lemerande (Wabeno) arriving at 10:07 during the Cooperative Circulation Committee report billing discussion, R. Ludvigen (Gilman), and B. Hardin (Withee).

Also Present: L. Renel-Faledas (Crandon), O. Carlson (MCPL), M. Stachowiak (MCPL), C. Luebbe (MCPL), J. Zellers (Merrill), M. Highfill (Westboro), J. Klingbeil (WVLS), K. Zimmermann (WVLS), and R. Metzler (WVLS).

Absent: S. Schmidt (Crandon) with L. Renel-Faledas (Crandon) as proxy, A. Kuipers (Thorp), C. Celestina-Smith (Westboro) absent M. Highfill (Westboro) as proxy, F. Albrecht (Laona), C. Huston (Stetsonville), and T. Blomberg (Rib Lake).

Consent Agenda:

V. Roberts (Rhineland) moved to approve the consent agenda, S. Bedroske (Dorchester) seconded. Motion carried.

V-Cat Financial Report:

K. Zimmermann (WVLS) presented the V-Cat Financial Report. No discussion.

L. Petersen (Owen) moved to accept the V-Cat Financial Report as written, E. Brewster (Three Lakes) seconded. Motion carried.

2022 Budget Proposal

K. Zimmermann (WVLS) presented the proposed 2022 V-Cat budget. No discussion.

V. Calmes (Colby) moved to approve the proposed 2022 V-Cat budget as proposed, P. O'Connell (Minocqua) seconded. Motion carried.

Bibliographic / Interface Committee: Report

C. Luebbe (MCPL), chair, reported on behalf of the committee. The committee most recently met on Tuesday, May 18. During this meeting, the Committee discussed the Subject Heading Request form, which can be used to request a new heading when one is not available. This form can also be used to request an alternative heading when the available heading is outdated or request the creation of a local heading. Also discussed was the status of the bibliographic records without subject headings project and the ILS evaluation process.

Recommendation

C. Luebbe (MCPL) introduced the Bibliographic / Interface Committee's recommendation to outsource the improvement of bibliographic records:

The V-Cat Bibliographic and Interface Committee recommends that V-Cat Council approve the use of Special Project funds to outsource the improvement of Bibliographic records without subject headings when two or more libraries' items are attached.

If this work is outsourced, libraries who have the only item attached to a bibliographic record without subject headings may also choose to have improvement of their records outsourced at a cost of \$0.50 per record.

A discussion occurred about this recommendation. Clarity was requested about the lists of records libraries initially received. K. Zimmermann (WVLS) clarified that the lists shared to individual libraries included bibliographic records where only one library had a holding.

An estimated timeline of fall 2021 was shared with the Council. At the September V-Cat Council meeting we will have a more finalized number of bibliographic records to send to Backstage, with a final estimate to be shared in November. The cost is estimated to be \$3,500.

Council members interested in working through more bibliographic records without subject holdings can contact R. Metzler (WVLS) for an additional list. If libraries are interested in this work, it will lower the number sent out for outsourcing.

K. Roesler (MCPL) moved to accept the recommendation, T. Hall (Loyal) seconded. Motion carried.

Cooperative Circulation Committee Report: **Report**

V. Roberts (Rhineland), committee member, reported for the Cooperative Circulation Committee. The committee met on Thursday, May 13. The committee discussed circulation notices and standardizing messages. They also discussed billing. The Committee is still working on patron record fields.

Recommendation

V-Cat Cooperative Circulation Committee Recommends that all libraries use the following messages for Sierra Circulation Notices.

It was noted that Marathon County changed to these messages when they reopened.

M. Stachowiak (MCPL) asked if the Council would like to remove the word "agency" from the Billing Notice since not every library in the system uses a collection agency. E. Brewster (Three Lakes) and P. O'Connell (Minocqua) agreed that the word "agency" is not universally true for all libraries in the system. P. O'Connell (Minocqua) noted that the entire statement could be alarming for patrons.

K. Zimmermann (WVLS) suggested sending the billing notice wording back to the Cooperative Circulation Committee if more than the word "agency" needs to be removed.

E. Brewster (Three Lakes) moved to accept the recommendation without the billing notice, S. Bedroske (Dorchester) seconded. Motion carried.

Recommendation

V-Cat Cooperative Circulation Committee recommends that the practice of invoicing libraries for billed items be discontinued.

K. Zimmermann (WVLS) shared a flow chart detailing the varied processes of libraries invoicing for billed items ahead of receiving payment from patrons. Many of the scenarios could lead to double payments to the owning library, K. Zimmermann (WVLS) noted that there are workarounds to prevent this, but they add more complexity to the invoicing process.

Many from the Council noted that keeping up with invoicing checkout libraries is time consuming. M. Stachowiak (MCPL) pointed out that MCPL is very much in favor of this recommendation.

K. Heiting (Granton) agrees with the recommendation and wondered if the recommendation could be revisited after a year of not invoicing to see if there is a large loss of income. K. Zimmermann offered to put together a report of billed items from previous years if that would be helpful. K. Zimmermann (WVLS) shared that it may be possible to pull stats from 2019 to see what a year is like. We could look to see what is billed and not yet paid with checkout of owned by another library. Most items that are billed are owned by the checkout library. Far fewer items are owned by others than the checkout library.

K. Heiting (Granton) noted that she didn't think that an additional report was necessary.

M. Stachowiak (MCPL) pointed out that the cost of materials is important but that the cost of time is also valuable.

J. Jochimsen (Abbotsford) asked if it would be possible to invoice the checkout library if the cost is large. K. Zimmermann (WVLS) asked the Council if they wanted to hold libraries responsible for patrons' behavior.

D. Frandrup asked if it would be possible to bill patrons directly. K. Zimmermann (WVLS) reminded the Council that patrons are billed directly when libraries run all bills and fines notices. Libraries who have not received payment could contact the patrons directly if they do not respond to the billing notice.

V. Roberts (Rhineland) noted that the recommendation aligns with how other library systems handle this. K. Zimmermann (WVLS) confirmed that invoicing between libraries for items that have not been paid for by a patron is not a common practice.

K. Roesler (MCPL) asked for updated guidelines on how to deal with lost and paid items. K. Zimmermann (WVLS) noted that a video and instructions could be created and a Sierra Snack offered in the future.

E. Brewster (Three Lakes) moved to accept the recommendation as written, S. Bedroske (Dorchester) seconded. The vote was not unanimous. The Council revoted using the weighted vote calculator. Both the representative vote passed, and the weighted vote passed. Motion carried.

K. Heiting (Granton) asked when this will go into effect. K. Zimmermann (WVLS) answered that as of the date of the meeting the recommendation goes into effect.

ILS Admin Report:

Discovery Layer Needs Assessment and Exploration Report

K. Zimmermann (WVLS) reviewed the Discovery Layer Recommendation document sent to the Council outlining the Discovery Layer Needs Assessment and evaluation process. Quote and contract comparisons for two

Discovery Layer products were shared with the Council. E. Brewster (Three Lakes) thanked WVLS Staff for the thorough report.

K. Zimmermann (WVLS) presented the following **recommendation** to the Council:

Given the V-Cat Council commitment to focus on improving the library user experience while providing innovative technologies in the most cost-effective manner, it is recommended that V-Cat Council choose Aspen as a new discovery layer product.

J. Jochimsen (Abbotsford) asked for a motion to select Aspen as the new Discovery Layer product. E. Brewster (Three Lakes) moved to accept the recommendation of Aspen a Discovery Layer and to pursue contracting with them and going ahead with the project, seconded by D. Frandrup (Antigo). Motion carried.

K. Zimmermann (WVLS) presented a recommendation regarding EBSCO Discovery Service to the Council.

Recommendation – Continue EBSCO Discovery Service

To prevent an interruption in service to our library users, WVLS ILS Administrator and ILS Support Specialist recommend that V-Cat continue EBSCO Discovery Service (EDS) through the service period of July – December 2021. In addition, it is recommended that V-Cat pursue short term invoicing options, if necessary, to maintain EDS through the launch of a new discovery layer.

No discussion occurred about this recommendation. T. Hall (Loyal) moved to approve the recommendation as written, seconded by K. Roesler (MCPL). Motion carried.

Shoutbomb Implementation Update:

K. Zimmermann (WVLS) updated the Council on the Shoutbomb Implementation progress. The new schedule has been implemented for all libraries that requested a change. Messaging as voted on today will be updated in the coming weeks.

M. Stachowiak (MCPL) asked if Shoutbomb notices go out on Saturday. K. Zimmermann (WVLS) clarified that hold pickup notices are going out daily, but only notices created before the scheduled delivery time. If a library has notices scheduled for 10 am and 2 pm, an item that goes to the hold shelf after 2 pm will go out after 10 am the next day. Overdue notices are not going out on the weekends.

Sierra System Upgrade

K. Zimmermann (WVLS) reported that the upgrade to 5.3 went smoothly. There have been reports of printing issues, most of these issues have been resolvable by updating printer settings. We are seeing improvements in create lists and in manage holds function.

Holds Function Status Report

K. Zimmermann (WVLS) reminded the Council to try not to use item specific holds. This type of hold makes it a lot harder for your patron to get an item. K. Zimmermann (WVLS) shared a document from the February meeting about this procedure. A Council member asked if item level holds are the best way to place book club holds. E. Brewster (Three Lakes) expressed concerns that multiple bib level holds may send all requests to the same library and get stuck there. A discussion occurred about best practices for item level holds. P. O'Connell (Minocqua) and K. Metzke (Greenwood) will work with K. Zimmermann to review options for book club holds and update instructions as needed.

V-Cat ILS Evaluation and Review Report

K. Zimmermann (WVLS) has been attending MCFLS ILS review meetings. They have formed multiple sub-committees to review their needs, have an aggressive timeline, and will be looking at demos in October.

K. Zimmermann (WVLS) shared that a staff survey has been put together. A discussion occurred about the survey. Suggestions included that some of the response options are too vague, particularly rarely and occasionally. It was suggested to use daily/weekly/monthly/yearly instead. K. Zimmermann (WVLS) noted that she will think about that suggestion in the context of the survey.

The survey will be shared soon and will be open for two weeks. Please encourage staff that use Sierra to take the survey.

V-Cat Training Report

R. Metzler (WVLS) and K. Zimmermann (WVLS) reported about training offered and received. R. Metzler (WVLS) gave trainings on MARC Alerts (April 23) and Z39.50 cataloging (May 14). She also attended a training provided by Innovative on Load Profiles on the mornings of May 10 – May 13.

Other

K. Zimmermann (WVLS) reported that V-Cat is on the way to standardized checkout periods. About 1/3 of libraries have completed the process, 1/3 are scheduled, 1/3 still need to be scheduled. She noted that there is a lot of open time in the summer, some room in October and November, but September is booked. An email has been sent to libraries that have not yet scheduled. K. Zimmermann (WVLS) will be following up with those libraries soon.

Report of ILS Support Specialist:

V-Cat Database Maintenance Report:

R. Metzler (WVLS) reported on the database maintenance activity that occurred since the last V-Cat meeting. Database maintenance typically takes place during the 3rd week of the month.

V-Cat Cataloging Report:

R. Metzler (WVLS) reported on the new automatic overlay button in Sierra 5.3. The button appears when a bib is open using Z39.50. This overlay button is poorly placed and is where the close button used to be. WVLS has reached out to Innovative requesting a fix for this issue. WVLS Catalogers should not use this button. It will automatically overlay if there is a matching bib in our system, which could lead to bib changes we do not want. If accidentally pressed, do not save. If a save occurs, please email help@librarieswin.org. An email with instructions has gone out to the cataloging listserv.

Other V-Cat Topics:

none

Request for Agenda items:

A reminder was given to the Council that agenda items may be sent to the Chair of V-Cat or to K. Zimmermann (WVLS).

Upcoming meetings:

V-Cat Bibliographic Control and Interface Committee Meeting Tuesday, August 3, 2021 at 10:00

V-Cat Cooperative Circulation Committee Meeting Thursday, August 12, 2021 at 1:00

V-Cat Council Meeting Thursday, September 2, 2021 at 9:30

Adjournment:

K. Roesler (MCPL) moved to adjourn the meeting, seconded by P. O'Connell (Minocqua). Meeting adjourned at 11:51am.

SUBMITTED: 8/13/2021 R. METZLER, RECORDER

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