

## V-Cat Council Meeting Minutes

Thursday, September 2, 2021 9:30 a.m.

Due to precautions concerning COVID-19 this meeting was held by remote attendance only.



### Call to Order and Announcements:

Chair-elect J. Jochimsen (Abbotsford) called the meeting to order at 9:31 am.

### Members Present via GoToMeeting:

J. Jochimsen (Abbotsford), D. Frandrup (Antigo), V. Calmes (Colby), L. Renel-Faledas (Crandon), E. Brewster (Three Lakes), S. Bedroske (Dorchester), F. Albrecht (Laona), M. Handel (Medford), K. Heiting (Granton), K. Metzke (Greenwood), T. Hall (Loyal), K. Roesler (MCPL), P. O'Connell (Minocqua), J. Ziebell (Neillsville), V. Roberts (Rhineland), T. Blomberg (Rib Lake), D. Kiefer (Merrill), C. Soderstrom (Thorp), H. O'Hare (Tomahawk), C. Lemerande (Wabeno), M. Highfill (Westboro), R. Ludvigsen (Gilman), and B. Hardin (Withee).

### Also Present via GoToMeeting:

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

### Absent:

C. Huston (Stetsonville) and L. Petersen (Owen).

### Approval of the Agenda:

Agenda correction: C. Luebbe is the chair of the Bibliographic and Interface Committee, not the chair-elect as listed on the agenda.

V. Calmes (Colby) moved to approve the agenda with the noted change, S. Bedroske (Dorchester) seconded. Motion carried.

### Approval of the June 3, 2021 Minutes:

E. Brewster (Three Lakes) moved to approve the June 3, 2021 minutes as written, seconded by K. Roesler (MCPL). Motion carried.

### V-Cat Chair Vacancy:

The V-Cat bylaws were reviewed by K. Zimmermann (WVLS). K. Zimmermann noted that there is only one meeting before our normal elections and keeping J. Jochimsen (Abbotsford) as chair and D. Frandrup (Antigo) as past-chair would be most convenient unless V-Cat members object. No discussion.

### V-Cat Financial Report:

K. Zimmermann (WVLS) presented the financial reports to the Council. D. Frandrup moved to accept the V-Cat Financial Report, seconded by P. O'Connell (Minocqua). Motion carried.

### Bibliographic / Interface Committee:

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

During its recent meeting on August 3, the Committee discussed three issues. Following a review of prepublication / on-order bib records, the Committee decided that more information was needed about how far in advance of publication a bib record could be added to Sierra. A prepublication bib record survey was sent out to catalogers. The Committee will be discussing the information gathered and plans to bring a recommendation to Council in November.

If the pub date is known for a prepublication/on-order bib, catalogers were asked to please add it to the 001 field in the bib. This would save catalogers' time as they would not need to look for bibs that may not exist yet. This information should be added after the MARC Alert code. ex: ma210820 pubdate: 22/01

Secondly, the Committee discussed the importance of putting information in the volume field to have item level holds work correctly. A recommendation will be coming on this topic soon.

Finally, the Committee reviewed the Large Print Materials Guideline approved by the Council on April 12, 2018. The Committee added an explanation to this recommendation:

V-Cat member libraries should follow the Library of Congress large print standard. Only items with 14 point or larger type should have a large print designation in the bibliographic record.

C. Luebbe shared that publications labeled "larger print" have a font size that is too small to meet the Library of Congress standard of 14 point font. C. Luebbe (MCPL) noted that the material type is informing the icon in the webpac, and Sierra. If a library has "larger print" in a large print location code, the catalog will still display those as large print when a patron narrows the search to large print.

R. Metzler (WVLS) reminded the Council that catalogers should change the material type in records brought in with z39.50 to large print when appropriate.

K. Zimmermann (WVLS) was unable to find a millimeter measurement standard for large print but suggested that catalogers check the publisher's website for details. The explanation provided by the Committee, when printed at 100%, shared examples 14 point font.

#### **Cooperative Circulation Committee Report:**

Chair T. Blomberg (Rib Lake) reported on behalf of the Committee.

The Committee is reviewing the patron fields in the patron record. It was noted that patron type and home library should match in the patron record. The Patron Code 4 field in the patron record is based on where the patron lives.

The Committee reviewed the recommendation on patron expiration dates and shared the following:

Recommendation approved by Council in February 2018:

It is recommended that V-Cat member libraries use a one-year patron expiration date so that library cards are renewed annually.

Explanation:

- It is recommended that libraries rollout this change by connecting expirations to birthdates.
- Patrons with birthdays coming up in the near future could have their first expiration date pushed out to their birth date on the following year, and from then the renewal would be annually.

The Committee also reminded the Council of the holds that are not fillable process:

If you cannot fill a hold and it is the only item in system, please call the pick-up library to let them know that you cannot fill the hold.

More details about the recommendation for Holds that Cannot Be Filled can be found on the V-Cat webpage.

The Committee presented a recommendation for standardized wording for pre-overdue and billing notices to the Council. T. Blomberg (Rib Lake) noted that the Committee worked with the limited lines available to fit in as much information as possible.

J. Jochimsen (Abbotsford) called for a motion to approve. V. Roberts moved to approve the Standardized Notices Recommendation as written, K. Roesler seconded. Motion carried.

The Committee presented a recommendation on Library Card Renewal Notices. K. Zimmermann (WVLS) noted that she missed sending this out to the Council, and indicated that if necessary a vote on this recommendation could wait until the next V-Cat Council meeting.

This renewal notice will alert patrons to the need to renew their cards prior to the expiration date.

S. Bedroske (Dorchester) moved to approve, seconded by J. Ziebell (Neillsville). A discussion occurred. E. Brewster (Three Lakes) asked if patrons who currently have expired cards would receive this notice. K. Zimmermann (WVLS) stated that she will investigate and bring an answer to the next Council meeting. She noted that her understanding was that when a patron hits the 30-day mark from expiration, Shoutbomb would send the message. Should this recommendation be approved and implemented today, any card expired prior to turning this option on would not be notified.

K. Zimmermann (WVLS) suggested approving this recommendation, with the caveat that if all expired patrons are notified, she will bring it back to Council.

Motion carried.

#### ILS Admin Update:

K. Zimmermann (WVLS) presented the following:

a. V-Cat Strategic Plan 2021-2023

The draft strategic plan was reviewed, and the V-Cat Vision and V-Cat Project sections were highlighted. The plan will be presented for approval at the Council meeting in November.

b. Standard Checkout Periods Update

K. Zimmermann (WVLS) updated the Council on the transition to standardized check out periods. Over half of the V-Cat libraries have completed the process. Libraries scheduled for September should have received an email. Libraries scheduled to transition their check out periods in October and November will receive information soon. Prepping ahead of time was encouraged as October and November will also be dedicated to Aspen Implementation.

c. Aspen Discovery Layer Report

K. Zimmermann (WVLS) introduced the Aspen implementation plan. She mentioned that WVLS staff will meet with the Aspen team for the first of several trainings on September 21 and that some trainings are for WVLS staff and some for library staff have been scheduled. Information about those trainings will be shared with library staff soon.

The schedule currently allows for a soft launch during December and a Go Live date in January.

d. V-Cat ILS Evaluation and Review Report

i. Staff Survey Results

115 participants took the survey, and 86 participants completed the entire survey.

K. Zimmermann (WVLS) shared highlights of each section and noted the survey results would be sent out to the Council for review.

ii. Next Steps

K. Zimmermann (WVLS) shared possible next steps. These steps included connecting with Innovative to see if Sierra can be configured differently to meet our needs and reporting that back to the Council, creating list of functionalities for each area, sending out requests for information from vendors, evaluating potential ILS products, V-Cat discussion and decision about a new product, contract negotiation, and migration.

d. V-Cat Training Report (ILS Administrator and ILS Support Specialist)

K. Zimmermann (WVLS) and R. Metzler (WVLS) presented upcoming training dates to the Council. A survey to help decide on Aspen training dates will be sent to Council members.

H. O'Hare (Tomahawk) asked if Aspen Patron Experience Training will be offered on more than one day.

K. Zimmermann (WVLS) responded that Aspen can give us two Patron Experience trainings live and one recorded training. Library staff are encouraged to bring laptops to trainings to follow along.

V. Calmes (Colby) and D. Frandrup (Antigo) asked if Aspen will work on phones. K. Zimmermann (WVLS) replied that Aspen is responsive to phones and that they are working on an app. More information will be shared as it is available.

H. O'Hare (Tomahawk) asked for clarification on the recommendation for staff to have a workstation during a live training. K. Zimmermann (WVLS) responded that staff would benefit more from a "hands-on" training experience rather than a "lecture-style" experience.

H. O'Hare (Tomahawk) asked when Aspen will be available to staff. K. Zimmermann (WVLS) replied that staff who attend early trainings may have early access. The soft launch is scheduled for December, hopefully giving staff time to experience the product and get comfortable with it before the January 2022 go live date.

e. Other Items to Report

R. Metzler (WVLS) reminded the Council of a common E-Commerce error message.

K. Zimmermann (WVLS) shared instructions for placing item level holds for inventory purposes and holds for book clubs. Procedures will be sent to the Council.

K. Zimmermann (WVLS) updated the Council on the new Sierra Lost and Paid report and process. This report was sent out to Library Directors and staff. Council members were asked to let her know if someone else on their staff should receive the list.

K. Zimmermann (WVLS) clarified the use of the V-Cat user email list. Anyone that uses Sierra should be included in that list. Especially those who may be working alone at a library. Names of people to be added to / removed from the list should be submitted to K. Zimmermann (WVLS). In addition to the V-Cat user email list, which is to offer a communication channel for all who use Sierra, the goal is to create another list for Council reps and committee reps only.

WVLS and V-Cat committees and advisory groups will be reviewed this Fall. A committee listing will come out in November for the following year. Council members were asked to let K. Zimmermann (WVLS) know of anyone who would like to either be on a committee or take a break from one.

K. Zimmermann (WVLS) thanked the Council for sending tickets and asking for follow up on a Sierra issue that occurred a week prior to this meeting. There was an SQL script running on the database for data about holds, and this file, which filled a large portion of the server, affected the paging lists. She noted that she will be working on clean up paging lists and sending them out soon. She recommended that dates be checked on hold slips for holds clearing and that Council members would be sent directions. Reminders were given on clearing holds shelf daily.

In July 2021, WVLS received a credit memo from Innovative for \$12,619.81. This credit has been applied to three invoices and currently has a \$7,919.81 balance. Council members were asked to reach out to WVLS if they were interested in additional trainings or had suggestions for add-on products.

K. Zimmermann (WVLS) noted that she is hoping to meet with directors in small groups. She wants to hear from directors about needs related to Sierra.

**ILS Support Specialist Update:**

R. Metzler (WVLS) reported that she had done monthly database maintenance since the last Council meeting.

She updated the Council on the bibs without subject headings project. Council members were reminded that the deadline for doing the work on their own is November 30, and that if they wished to outsource, to email R. Metzler (WVLS) by October 15. She planned to contact libraries soon with more information

**Request for Agenda items:**

No items were suggested during the meeting.

**Upcoming meetings:**

V-Cat Bibliographic Control and Interface Committee Meeting - Tuesday, October 5 at 10 am

V-Cat Cooperative Circulation Committee Meeting - Thursday, October 14 at 1 pm

V-Cat Council Meeting - Thursday, November 4 at 9:30 am

**Adjournment:**

V. Calmes (Colby) moved to adjourn, seconded by D. Frandrup (Antigo). Motion carried. Meeting adjourned at 11:34.

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SUBMITTED: R. METZLER, RECORDER