

V-Cat Council Meeting Minutes

Thursday, November 10, 2022, 9:30 a.m.



Call to Order and Announcements:

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

Members Present in WVLS Office: J. Jochimsen (Abbotsford), E. Brewster (Three Lakes), S. Bedroske (Dorchester), M. Handel (Medford), T. Hall (Loyal), K. Roesler (MCPL), P. O'Connell (Minocqua), V. Roberts (Rhineland), and H. O'Hare (Tomahawk).

Members Present Via GoToMeeting: A. Demlow (Antigo), V. Calmes (Colby), F. Albrecht (Laona), K. Heiting (Granton), A. Brill (Greenwood), J. Ziebell (Neillsville), L. Petersen (Owen), T. Blomberg (Rib Lake), L. Ollhoff (Merrill), C. Lemerande (Wabeno), and B. Hardin (Withee).

Also Present: C. Luebbe (MCPL), K. Zimmermann (WVLS) were present in person. J. Kinney (MCPL), R. Metzler (WVLS), E. Marzahn (Merrill), and P. Glidden (Gilman) were present via GoToMeeting.

Absent: L. Renel-Faledas (Crandon), C. Soderstrom (Thorp), C. Huston (Stetsonville), R. Ludvigsen (Gilman) with P. Glidden as proxy.

Approval of the Agenda:

H. O'Hare (Tomahawk) moved to approve the agenda, seconded by S. Bedroske (Dorchester). Motion carried.

T. Hall (Loyal) moved to approve the minutes from the September 8, 2022, V-Cat Council meeting, seconded by H. O'Hare (Tomahawk). Motion carried.

V-Cat Financial Report:

K. Zimmermann (WVLS) presented the V-Cat financial report. No questions or discussion occurred.

S. Bedroske (Dorchester) moved to approve the financial report, E. Brewster (Three Lakes) seconded. Motion carried.

2023 Weighted Voting:

K. Zimmermann (WVLS) shared the 2023 Weighted Vote Calculations.

Clarification was given about how the formula is calculated. K. Zimmermann (WVLS) explained that votes are calculated using an average of the previous three-years V-Cat shares. Additionally, the calculation includes up to one additional point for libraries that are net lenders. This is calculated based on the ratio of circulation of items sent to other V-Cat libraries to the circulation of items received from V-Cat libraries. Calculations are made on a three-year average.

K. Zimmermann (WVLS) further explained that the V-Cat Council usually makes decisions by unanimous consent. Whenever there is a nay vote on an action, decisions are made with a formal vote. For basic motions, such as approving the agenda, minutes adjournment a simple majority of voting representatives will pass the motion. For all other motions, whenever there is a nay vote, a formal vote takes place and both a two-thirds majority vote based on weighted representation and a two-thirds majority of the representatives are necessary to pass a motion.

No further discussion.

Bibliographic / Interface Committee:

Chair C. Luebbe (MCPL) shared a written report with the Council.

R. Metzler (WVLS) presented updated language for the On-order and Pre-publication Records Recommendation.

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

Cooperative Circulation Committee Report:

K. Zimmermann (WVLS) presented the written report to the Council on behalf of committee Chair L. Renel-Faledas (Crandon).

H. O'Hare (Tomahawk) asked about the state statute regarding sixteen and seventeen-year-old library users. K. Zimmermann (WVLS) noted the committee is planning to revisit that.

ILS Evaluation and Review Committee Report:

K. Zimmermann (WVLS) presented the written report to the Council on behalf of committee Chair A. Johnson (WVLS).

From the report, K. Zimmermann (WVLS) emphasized that demos will be split into modules that will be recorded and explained the process for participating in surveys.

A Council member suggested that recordings be placed on the website. K. Zimmerman (WVLS) noted that she can see if A. Hamland (WVLS) can create a password protected page.

WVLS/NWLS Joint ILS Consortium Exploration Report:

K. Zimmermann (WVLS) summarized a written report on the activities of the NICE Exploration Team.

A question was asked by a Council member on who makes the decision about merging. K. Zimmermann (WVLS) indicated that V-Cat would be involved in the process, but could not answer definitively. She clarified that the NICE Exploration Team is tasked with investigating the feasibility and benefits of a potential merger and would not be the group making the decision.

A question was asked if this is an investigation to merge the ILS or the entire system. K. Zimmermann (WVLS) noted that this exploration is for the possible combination of the ILS and consortium only. (Currently both Northern Waters and V-Cat use the Sierra ILS.)

A few members asked questions about challenges during a previous merger exploration. K. Zimmermann (WVLS) reminded the Council that they can reach out to any NICE team members to share concerns.

K. Zimmermann (WVLS) let the Council know that a NICE project website is being developed and will have a Frequently Asked Questions section. Questions brought up during the meeting, and responses, will be posted on the website.

K. Zimmermann (WVLS) and T. Blomberg (Rib Lake) indicated that there will be opportunities for libraries to participate in surveys and focus groups.

Aspen Discovery Layer Report:

K. Zimmermann (WVLS) shared the following report:

Aspen The [V-Cat Catalog URL](#) is now associated with the WVLS Aspen IP address.

History and Archives from the Central Wisconsin Digitization Project have been added to the WVLS Aspen Site using Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH). Adjustments will be made based on feedback from T. B. Scott and MCPL as they have added most of the content to the CWDP archive. An email will be sent when it is ready to be added to individual library's Aspen sites. This is optional.

H. O'Hare (Tomahawk) asked how they would be able to add to the digitized content available via Aspen. K. Zimmermann (WVLS) explained two ways we could load these items into Aspen. An API or a marc record side load. A. Hamland (WVLS) can assist with questions about digitizing local history materials.

Aspen LiDA App implementation is on hold until next spring due to the time needed for ILS product demonstrations and ILS Evaluation and Review.

V-Cat Training Report:

K. Zimmermann (WVLS) and R. Metzler (WVLS) shared the following report:

The following trainings were offered to V-Cat Libraries in September and November:

- V-Cat Sierra Attaching Items Training (WVLS ILS Support Specialist, R. Metzler)
- V-Cat Sierra Create Lists Training – Part I (WVLS ILS Administrator, K. Zimmermann)
- Aspen Genealogy and Local History Training (Aspen Team)
- Sierra Technical Services Training (Innovative Training Team)
- V-Cat Sierra Cataloging Training – Part I MARC Alerts (WVLS ILS Support Specialist, R. Metzler)
- V-Cat Sierra Create Lists Training – Part II (WVLS ILS Administrator, K. Zimmermann)
- V-Cat Sierra Cataloging Training – Part II Z39.50 (WVLS ILS Support Specialist, R. Metzler)

Trainings were recorded and shared upon request, except for Sierra Technical Services Training, per Innovative's restrictions.

The following trainings were attended by WVLS staff in September, October, and November:

- K. Zimmermann attended Sierra Technical Services Training
- K. Zimmermann attended a Sierra User Administration Consultation
- R. Metzler attended WILIUG
- R. Metzler attended an Inclusive Cataloging Intensive Workshop with Library Journal

K. Zimmermann (WVLS) noted that trainings had lower attendance this fall, and fewer folks requested recordings. She asked council members if scheduled trainings two times a year in spring and fall are working for libraries. Council members gave feedback including low staffing levels and some months being busy for some libraries. The consensus was that scheduled trainings with recordings available on request are still helpful and offering trainings twice a year with February/March/April sessions and September/October sessions is better than offering trainings once a year.

Report of the ILS Admin:

Reported by K. Zimmermann (WVLS)

Shoutbomb failed notices emails will soon be sent directly to libraries. Emails about failed voice telephone notices and failed SMS text message notices will be sent from no_reply@shoutbomb.com. If you would like to change the email address that failed notices are sent to, please contact K. Zimmermann (WVLS).

It will be important for library staff to open the emails every day to see if staff need to contact any patrons via a different method about overdue items or holds ready for pickup.

Shoutbomb can only send either text messages or phone calls - not both to the same telephone number. When multiple patrons share the same phone number with some signed up for phone calls and others for text messages, the voice calls are not going through. This is only affecting a small group of patrons. WVLS will continue to monitor this and notify libraries when patrons are affected.

Shoutbomb change in code – To the best of our knowledge, WVLS is the only Shoutbomb customer using text SIGNUP to opt in. A code change in May 2022 would have created some difficulties for folks who attempted to change their phone or text message notice settings.

One example, patrons set to phone notices in Sierra who texted SIGNUP to begin receiving text message notifications would receive the message that they are already registered and would continue to receive phone notices.

WVLS worked with George at Shoutbomb to revert to the old code temporarily until a solution is found. Any text message SIGN UP will override phone notice preference in the patron record. WVLS is configured differently from other Shoutbomb customers because of concerns regarding the Telephone Consumer Protection Act. The interpretation consulted recommends that written consent or user opt in for telephone communications including text messages. The solution may involve repurposing the gender or birth year fields in Sierra patron records. More information will be shared by email when a plan is in place.

It was noted by multiple members that it would be helpful for patrons to be able to choose 'text' as a distinct option alongside phone, email, print. The need to provide additional information about text message sign up during the library card application process is cumbersome. It was also noted that patrons sometimes assume that 'phone' means text message notifications.

Item status changes that were approved at the last meeting were completed in October. Item statuses were updated as needed, a record check was completed, and the statuses no longer needed were deleted from the system.

Item holds – K. Zimmermann (WVLS) has a ticket with Innovative to set a time to change item holds settings so that item holds do not transfer from one item to another. An instructional email will be sent and instructional documents will be reviewed and updated as needed.

K. Zimmermann (WVLS) thanked libraries for responding to V-Cat reports that are sent to them. Unique ID numbers in the parent/guardian field have been cleaned up.

WVLS is reviewing and adding saved searches for libraries to use in Sierra Create Lists.

Following are the searches currently saved in Sierra Create Lists:

- VCAT Billed Items - Can be used to find items owned by your library that have a billed status
- VCAT Expired Patrons - Can be used to find patrons expired before a specified date by home library
- VCAT In Processing Items - Can be used to find items owned by your library that have an in processing status [May be modified or duplicated to include time period/before a specified date to be used as a 'search' list.]
- VCAT item level holds local pickup - Can be used to find item level holds for local pickup (for pandemic use)
- VCAT Items in transit - Can be used to find items owned by your library that have a transit status since before a specified date.
- VCAT Items on Hold Shelf - Can be used to create a list of items on the hold shelf at your location.
- VCAT Juveniles to Adults - Can be used to identify patrons turning/over 18 with a Juvenile Patron type.
- VCAT Lost and Paid - Can be used to identify items owned by your library that have a lost and paid status.
- VCAT Missing Items - Can be used to find items owned by your library that have missing status. [May be modified to include time period/before a specified date to be used as a 'search' list or a 'to be withdrawn' list.]
- VCAT Outstanding Holds - Can be used to find unfilled holds for pickup at your location placed before a specified date.

Report of the ILS Support Specialist:

Reported by R. Metzler (WVLS)

V-Cat Database Maintenance

R. Metzler (WVLS) reminded the Council of the database maintenance that is performed monthly, usually during the third week of the month:

- Batch check in
- Item Deletions
- Wrong code and wrong status for deletion
- Bibs without items
- Bibs without titles
- Bibs without subject headings
- Bibs for online resources
- No material type in bib
- Spot check new bibs
- Patrons – incorrect agency
- Patrons – no name
- OCLC holdings update

A deletion report is now available upon request once monthly item deletions are complete. It tallies the number of items deleted within each location code. Please email R. Metzler (WVLS) to request this report.

V-Cat Cataloging

Training was recently provided for area library catalogers and post-training follow-ups will be conducted after the Council meeting.

If there are cataloging procedures that would be useful as a short video or included in the cataloging training sequence, Council members were asked to reach out to R. Metzler (WVLS).

Cooperative Cataloging LSTA Grant

R. Metzler (WVLS) reviewed the grant project report included in the Council's meeting packet.

Diacritics

A sample of records with diacritical errors was sent to Backstage in early November. They will be working out the best way to correct the errors in a batch process. Once a desirable solution is found, the entire list of bib records that have been identified with diacritical errors will be sent for correction.

Aspen Appetizer:

K. Zimmermann (WVLS) presented on readers' advisory tools within Aspen that staff and patrons can use to find personalized recommendations.

Sierra Snack:

R. Metzler (WVLS) presented on using saved queries in Sierra Create Lists.

Request for Agenda items:

E. Brewster (Three Lakes) requested a review of the V-Cat Guidelines for damaged materials and process for noting damage on items that circulate.

Upcoming Meetings:

A list of [upcoming meetings](#) was shared with the Council. The next V-Cat Council meeting is scheduled for Thursday, February 2, 2023.

Adjournment:

K. Roesler (WVLS) moved to adjourn the meeting, seconded by P. O'Connell (Minocqua). Motion carried.