

V-Cat Council Meeting Minutes

Thursday, April 6, 2023, 9:30 a.m.



Call to Order and Announcements:

V-Cat Council Chair P. O'Connell (Minocqua) called the meeting to order at 9:31 am.

Members Present in WVLS Office: J. Jochimsen (Abbotsford), S. Bedroske (Dorchester), M. Handel (Medford), K. Roesler (MCPL), P. O'Connell (Minocqua), J. Ziebell (Neillsville), T. Blomberg (Rib Lake), and L. Ollhoff (Merrill).

Members Present Via Zoom: A. Demlow (Antigo), V. Calmes (Colby), L. Renel-Faledas (Crandon), F. Albrecht (Laona), K. Heiting (Grant), C. Huston (Stetsonville), T. Hall (Loyal), L. Petersen (Owen), V. Roberts (Rhineland), C. Soderstrom (Thorp), H. O'Hare (Tomahawk), C. Lemerande (Wabeno), M. Highfill (Westboro), R. Ludvigsen (Gilman), and B. Hardin (Withee).

Also Present: C. Luebbe (MCPL), K. Zimmermann (WVLS), R. Metzler (WVLS) in the WVLS office and J. Kinney (MCPL), E. Marzahn (Merrill), M. Sepnaski (WVLS), and E. Brewster (WVLS) online.

Absent: A. Brill (Greenwood) and A. Lammert (Three Lakes).

Approval of the Consent Agenda:

V. Calmes (Colby) moved to approve the agenda, seconded by T. Blomberg (Rib Lake). J. Jochimsen (Abbotsford) amended the motion to approve both minutes and agenda, S. Bedroske (Dorchester) seconded. Motion carried.

V-Cat Financial Reports:

The reports were presented by K. Zimmermann (WVLS). The format of the monthly V-Cat Budget Report has been updated for 2023 to add a section to the bottom of the document to highlight activity in the Special Projects fund.

J. Ziebell (Neillsville) moved to approve the reports as presented, seconded by K. Roesler (MCPL). Motion carried.

Committee Reports

Bibliographic and Interface Committee Report:

Committee Chair C. Luebbe (MCPL) shared highlights of committee activities included as a written report in the meeting packet, and indicated the committee will meet again on May 9.

Cooperative Circulation Committee Report:

Committee Co-Chair V. Roberts (Rhineland) reviewed a written report that was included in the meeting packet that included two recommendations from the committee.

Recommendation- Update to Billable Noted Missing Pieces Form

Presented by committee co-Chair V. Roberts (Rhineland), this recommendation features a change to the billable noted missing pieces form to include a new line for the last checkout location.

J. Jochimsen (Abbotsford) added that updating the form to include the last checkout location will increase the likelihood that library staff will look for, and consider, this information.

J. Jochimsen (Abbotsford) moved to accept the recommendation as presented, seconded by S. Bedroske (Dorchester). Motion carried.

Recommendations- Update to High Demand Items Recommendation and Overrides Recommendation.

Co-Chair J. Jochimsen (Abbotsford) explained the rationale for the update to these recommendations.

The proposed update to both recommendations is to add:

Once a library's item has been classified as high demand, another library will NOT override a "not holdable by patron" block on that library's high demand.

T. Blomberg (Rib Lake) moved to approve the changes to both recommendations, seconded by K. Roesler (MCPL). Motion carried.

Proposed V-Cat Library Card Application Form

K. Zimmermann (WVLS) presented a library card application form proposed by the Committee.

A Council member asked if this application would replace what libraries are currently using. K. Zimmermann (WVLS) clarified that the goal is to have all libraries use the same application. However, if a library wanted to use a different form, it is possible if the required fields are present.

A Council member asked how long libraries should retain patron applications and length of time recommended to phase in the new application.

The discussion continued with additional questions about parental consent and more. K. Zimmermann (WVLS) noted that pending V-Cat Council approval, WVLS will seek legal counsel to address questions regarding the library card application form. A summary or legal guide for staff may be provided.

It was clarified that it is the intent to match the application and patron record templates in Sierra to make data entry easier.

ILS Evaluation and Review Committee Report:

Committee member, C. Luebke (MCPL), presented on a written report included in the meeting packet. It was noted that three virtual site visits have been scheduled in April.

WVLS V-Cat Steering Committee

K. Zimmermann (WVLS) shared the WVLS V-Cat Steering Committee report on behalf of the committee.

Break 10:30 – 10:45

Proposed 2024 Draft Budget

K. Zimmermann (WVLS) presented the 2024 draft budget that included a full appropriations plan, the breakdown of annual V-Cat maintenance by fund, and calculation for individual library shares.

K. Zimmermann (WVLS) highlighted the following:

This budget includes a 5% overall increase from the 2023 V-Cat Budget.

The Human Resources line includes more than a 5% increase to move towards the V-Cat Participation Agreement goal of covering 100% cost of central site expenses. Increases to this line item in recent budgets are reimbursing WVLS approximately 40% of costs.

Although 2022 expenditures for Communications were below budget, WVLS anticipates an increase due to potential changes in how Shoutbomb text message patron notice preferences are managed.

Accounts for Maintenance and Supplies, Training and Travel and Memberships have less than a 5% increase as allocated funds were not fully used in recent years.

Additional support is not being requested for Special Projects, Long Term ILS Replacement Fund, or Disaster Recovery/Contingency Fund as increases to the reserves are not needed.

WVLS anticipates Long-Term ILS Replacement Funds and possibly Special Project Funds would be used for a potential ILS migration.

The Hardware and Equipment Maintenance account has less than a 5% increase as the expenditures from this account have been flat in recent years. However, J. Klingbeil (WVLS) has indicated there may be a larger increase following a LEAN WI budget review.

Amounts budgets for ILS Software Maintenance and Content Enhancement continue our current contract with Sierra. This amount could change and possibly have a reduced annual increase if a new ILS contract is signed.

The current V-Cat cataloging utility is expected to increase at a rate of 5% a year. WVLS is investigating an alternative cataloging utility at a reduced cost.

J. Jochimsen (Abbotsford) asked about the possibility discussed at a 2022 WVLS V-Cat Steering Committee meeting of using the three-year average of holdings/circulation to calculate V-Cat Shares. K. Zimmermann (WVLS) clarified that this is not in consideration right now but could be a possibility for the future.

K. Zimmermann (WVLS) reminded the Council that this meeting gives members the opportunity to review the budget and that the Council will be expected to vote on the budget in June. Once approved by the V-Cat Council, the budget will be presented to the WVLS board for final approval.

NICE Project Report

K. Zimmermann (WVLS) highlighted NICE Project activities included as a written report in the meeting packet and summarized the key takeaways of the survey and focus groups.

V-Cat Top 10 Accomplishments of 2022

K. Zimmermann (WVLS) and R. Metzler (WVLS) presented the 2022 V-Cat Top Ten list to the Council and applauded their collaborative efforts to improve the V-Cat catalog, services to the public, and ILS support.

Report of the ILS Admin

Reported by K. Zimmermann (WVLS)

Sierra Upgrade

An upgrade to Sierra to 5.6 is tentatively planned for the first week in May 2023. Scheduling an upgrade for either March or April that included a sufficient support window proved to be a challenge. Upgrades are typically scheduled early in the week to allow for corrections before the weekend.

Sierra Idea Exchange

New [Sierra Idea Exchange](#) replaces Sierra Idea Lab. Sierra Idea Exchange, an enhanced platform for contributing suggestions, is now open for Sierra users to share their ideas on improving the software.

Library staff can browse ideas without logging in. Anyone can create an account to vote for, rank, comment on, or submit ideas. The more voices in support of an idea, the more likely it is to be considered as a future improvement.

Recommendation to Seek Legal Counsel

K. Zimmermann (WVLS) presented a written report to the Council that recommended V-Cat seek legal counsel on matters related to the V- Cat Library Card Application form and patron records.

L. Ollhoff (Merrill) moved to approve the recommendation as written, seconded by M. Handel (Medford). Motion carried.

Training Report

Create lists open hours and cataloging training series were held in February and March. Council members were encouraged to share ideas for fall training sessions with WVLS and to mark their calendars for an in-person training day on Thursday, October 5.

R. Metzler (WVLS) and K. Zimmermann (WVLS) will meet with a Sierra trainer in May to discuss areas of interest including cataloging and topics raised during Sierra product demonstrations. Council members were encouraged to reach out to K. Zimmermann (WVLS) if they had any outstanding questions about Sierra functions.

Report of the ILS Specialist:

Reported by R. Metzler (WVLS)

Database Maintenance

Database maintenance occurred during the weeks of February 20 and March 20. A monthly Deletion Report is now available. Council members may contact R. Metzler (WVLS) to request a copy.

Cataloging Report

A file of 4,423 bibliographic records with diacritical errors was sent to Backstage for correction. 4,171 records came back corrected and have been loaded into Sierra. R. Metzler (WVLS) will work with Backstage on a solution to the remaining 252 records with diacritical errors.

Other V-Cat Topics:

No V-Cat related topics were discussed.

Recommendation Review

K. Zimmermann (WVLS) noted that the High Demand Item Recommendation and the Overrides Recommendation were covered earlier in the meeting.

Aspen Appetizer

Email notifications for staff are now available in Aspen's Materials Requests feature to alert staff when a new purchase suggestion is submitted. K. Zimmermann (WVLS) gave a brief overview of the feature. Library staff can email help@librarieswin.org to request that this feature be enabled.

Sierra Snack:

M. Handel (Medford) asked about internal note fields noting payment in item records. K. Zimmermann (WVLS) suggested retaining payment notes even if an item is returned and put back into the library collection, and potentially adding an additional note in the item record about a refund if more context is needed.

A question was raised about how to clear in-transit messages. K. Zimmermann (WVLS) explained that the only way an in-transit message is cleared automatically is if the item has an in-transit status and is checked in.

If an in-transit message exists on an item that has a status other than “in-transit” the message can be deleted manually with careful consideration.

- If the status is “available,” find the item in hand to be sure it is available, then manually remove the transit message by deleting the field, and then check in the item again.
- If the status is “damaged” or “missing,” first be certain the in-transit message is no longer needed, then manually remove the transit message by deleting the field.

Request for Agenda items:

No future agenda items were suggested.

Upcoming Meetings

K. Zimmermann (WVLS) highlighted upcoming V-Cat related meetings.

Adjournment:

S. Bedroske (Dorchester) moved to adjourn, seconded by L. Ollhoff (Merrill). Motion carried. Meeting adjourned at 11:42 am.