



V-Cat Council Meeting

Thursday, June 1, 2023

9:30am – 12:00pm

Wisconsin Valley Library Service
300 First Street - Wausau WI, 54403

*This meeting will be held at the WVLS office. Remote meeting connection information is available below. **Council members should contact Katie Zimmermann at ils.admin@wvls.org by Tuesday, May 30 to confirm attendance online or in person.***

Following the meeting, in person attendees are welcome to gather for lunch. No business will be conducted, and no official actions will be taken during this time.

Audio tests and Conversation – 9:15 am

Meeting Agenda

Call to Order – 9:30am (Chair, Peggy O' Connell)

1. **Roll Call** (ILS Administrator, Katie Zimmermann)
2. **Consent Agenda** (Chair)
 - a. Review Consent Agenda Items
 - i. Approval of Agenda
 - ii. Approval of Previous Meeting Minutes: April 2023
 - b. **Action:** Approval of Consent Agenda
(Note: This can be done with one motion for both the agenda and minutes together.)
3. **Financial Reports**
 - a. **Report:** Review of Financial Reports for March - April 2023 (ILS Administrator)
 - b. **Action:** Acceptance of Financial Reports (Chair)
4. **Committees**
 - a. **Bibliographic and Interface Committee** (Committee Chair, Chris Luebbe)
 - i. Report
 - b. **Cooperative Circulation Committee** (Committee Co-Chairs, Jenny Jochimsen & Virginia Roberts)
 - i. Report

- c. **ILS Evaluation and Review Committee** (Committee chair, Alexander Johnson)
 - i. **Report**

5. Proposed 2024 V-Cat Budget

- a. Review Proposed 2024 V-Cat Budget (ILS Administrator)
- b. **Action:** Approval of Proposed 2024 V-Cat Budget (Chair)

Break – 15 minutes

- 6. **NICE (Northern Wisconsin ILS Consortium Exploration) Project Report** (ILS Administrator)
- 7. **Report of the ILS Admin** (ILS Administrator)
- 8. **V-Cat Training Report** (ILS Administrator and ILS Support Specialist)
- 9. **Report of ILS Support Specialist** (ILS Support Specialist)
- 10. **Recommendation Review** – Topic TBD (ILS Administrator)
- 11. **Aspen Appetizer** – Shelf Location Search (ILS Administrator and ILS Support Specialist)
- 12. **Sierra Snack** – Topic TBD (ILS Administrator and ILS Support Specialist)
- 13. **Request for items to include on the next meeting agenda** (Chair)
- 14. **Upcoming Meetings** (Chair)
- 15. **Action:** Adjournment (Chair)

Remote Meeting Connection Information

Remote Meeting Link:

<https://us02web.zoom.us/j/81793254884?pwd=czJPK2JrQjBJNlh0OW9udWx5N3hWUT09>

Meeting ID: 817 9325 4884

Meeting Passcode: XnpwFXt9

Dial in: 646 931 3860 OR 312 626 6799

Find your local number: <https://us02web.zoom.us/u/kbU8qluG0a>

In the event of technical difficulties, remote meeting arrangements may change. Council members are asked to check their email for an updated meeting link. Attendees may also call 715-261-7250 for updated information.

This agenda has been sent to the official newspapers in Clark, Forest, Langlade, Lincoln, Marathon, Oneida, and Taylor counties.

Council members should contact Katie Zimmermann at ils.admin@wvls.org by the end of the day on Tuesday, May 30 to confirm attendance online or in person.

Proxy assignment notifications must be made prior to the start of the meeting. To ensure notifications are documented and noted, please make an effort to submit by email to both Katie Zimmermann (ils.admin@wvls.org) and Peggy O'Connell (director@minocqualibrary.org) by the end of day Wednesday, May 31, 2023.

Any person planning to attend this meeting who needs special accommodations in order to participate, should notify the WVLS office at help@librarieswin.org

V-Cat Council Meeting Minutes

Thursday, June 1, 2023, 9:30 a.m.



Call to Order and Announcements:

V-Cat Council Chair P. O'Connell (Minocqua) called the meeting to order at 9:34 am.

Members Present in WVLS Office: J. Jochimsen (Abbotsford), A. Demlow (Antigo), L. Renel-Faledas (Crandon), M. Handel (Medford), P. O'Connell (Minocqua), J. Ziebell (Neillsville), V. Roberts (Rhineland), and L. Ollhoff (Merrill).

Members Present Via Go To Meeting: V. Calmes (Colby), P. Kotarba (Three Lakes), S. Bedroske (Dorchester), A. Brill (Greenwood) arriving at 10:52 a.m., C. Huston (Stetsonville), L. Petersen (Owen) leaving at 11:14 a.m., C. Soderstrom (Thorp), H. O'Hare (Tomahawk), C. Lemerande (Wabeno), M. Highfill (Westboro), and B. Hardin (Withee).

Also Present: K. Zimmermann (WVLS), C. Luebbe (MCPL), and A. Johnson (MCPL) were present in the WVLS office. J. Kinney (MCPL), R. Metzler (WVLS), and E. Marzahn (Merrill) were present via Go To Meeting.

Absent: F. Albrecht (Laona), K. Heiting (Grant) with J. Ziebell (Neillsville) as proxy, T. Hall (Loyal) with J. Jochimsen (Abbotsford) as proxy, K. Roesler (MCPL) with C. Luebbe (MCPL) as proxy, T. Blomberg (Rib Lake), and R. Ludvigsen (Gilman).

Approval of the Consent Agenda:

V. Roberts (Rhineland) moved to approve the consent agenda, seconded by L. Ollhoff (Merrill). Motion carried.

V-Cat Financial Reports:

L. Ollhoff (Merrill) moved to approve the V-Cat Financial reports as presented, seconded by M. Handel (Medford). 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.

Cooperative Circulation Committee Report:

Committee Co-chair J. Jochimsen (Abbotsford) reviewed the written report that was included in the meeting packet.

A clarification was asked about one of the committee's new topics: consider standards for the patron blocks table so that the checkout limit for the number of items of a particular format is the same for all libraries. In addition to the current limit of 100 items at one time, Cooperative Circulation will be investigating checkout limits by type of item.

ILS Evaluation and Review Committee Report:

Committee Chair A. Johnson (MCPL) summarized the written report included in the meeting packet, highlighting recent virtual site visits.

Proposed 2024 V-Cat Budget:

K. Zimmermann (WVLS) presented the proposed 2024 V-Cat budget to the Council. She noted that no revisions were requested since it was presented for review at the April 2023 V-Cat Council meeting.

L. Ollhoff (Merrill) moved to accept the proposed 2024 budget as presented, seconded by J. Jochimsen (Abbotsford). Motion carried.

Break. The meeting was reconvened at 10:10 a.m.

NICE (Northern Wisconsin ILS Consortium Exploration) Project Report:

K. Zimmermann (WVLS) highlighted NICE Project activities included as a written report in the meeting packet.

Report of the ILS Admin:

K. Zimmermann (WVLS) reported the following:

WVLS staff performed a system upgrade to Sierra to 5.6 on Tuesday, May 2. The upgrade went smoothly, with one hiccup involving record indexing that was quickly fixed.

Mark Damaged Items – new feature in Sierra 5.6

Council members were asked to not use the new feature/workflow for handling damaged materials at this time. The item status options and notices are problematic. The Cooperative Circulation Committee will be discussing this functionality at their June 2 meeting.

Circa inventory is currently in a broken state in Sierra 5.6

There is currently a bug in Circa Inventory. WVLS recommends that libraries pause inventory or use another inventory method. If pausing inventory at this time is not feasible, there are additional inventory methods outlined in the documents on the V-Cat Training Page. Council members were encouraged to contact WVLS staff if more information was needed.

Legal Counsel for Library Card Application and Patron Records

K. Zimmermann (WVLS) shared that she has been in communication with James Kalny from Amundsen Davis Law. He is a former library system board member and has been very helpful. We will review the information gathered at the next Cooperative Circulation Committee meeting and bring updates to the V-Cat Council in September.

Paged items that do not fill holds.

K. Zimmermann (WVLS) reminded consortium members that if items appear on the paging list that do not fill holds, to check if the hold has been filled by another item. If it has not been filled, check to see if the pickup library has a copy available. If yes, contact the pickup library and ask them to pull the item for their patron. If the pick-up library does not have a copy available, wait until the next day, and check the item in again.

Multiple situations with holds that have a Not Needed Before (NNB) date can contribute to a hold that appears on the paging list not filling.

Best practice is to use the not needed before when placing the hold. If set later, the paging process starts at the first library but by the time the date has come the page has moved onto the next library. It was advised not to use “not needed before date” unless necessary. Only staff can access not needed before settings. Patrons only have the option to freeze and unfreeze holds.

High Demand Item Types

WVLS is making changes so that high demand item types are only used for recently acquired items. This change will help with annual report data. It will also streamline the process for batch high demand conversion, in testing with Abbotsford.

Should libraries wish to restrict older items to local patron use, they were encouraged to use other item types not labeled as high demand. Older items set to high demand item types should appear on the seven-month high demand list. Seven-month lists were sent out in February. K. Zimmermann (WVLS) noted that she is in the process of sending follow-up reports.

K. Zimmermann (WVLS) mentioned that there is one high demand item type that is an exception: 205 - Kit Juvenile HD. This item type was created with the intent of local access only and may be renamed for clarity.

A question was asked about identifying new materials set to high demand over four months that still have local holds. K. Zimmermann (WVLS) answered that this can be done, but that staff may still need to manually check each title as sometimes local holds have a not needed by date. It does not seem fair to keep an item on high demand if remaining local holds are all not needed for a month or more. Library staff can contact WVLS to request assistance with create list queries to identify new materials set to high demand over four months that still have local holds.

Purging patron records.

There are over 12,000 records in the V-Cat database that do not have fines or fees and have been expired and inactive for 5 years or more. This includes juvenile patrons and ILL patrons.

For libraries to report the number of registered users in their annual report, DPI requires that patron records be purged at least once every three years.

Many consortia in Wisconsin have set parameters for batch purging of member libraries patron records. These parameters vary, however an expiration threshold of 3 years with a set amount of fines/fees to be waived is common.

This summer, WVLS staff intends to purge adult patron records that are expired and inactive over 5 years with no fines or fees. Birth date, rather than patron type, will be considered when identifying records as "adult". Libraries were asked to contact WVLS staff if interested in receiving a report on purged patrons.

Juvenile patron records and patron records with fines or fees will not be purged at this time. However, we may consider purging records with fines or fees under a threshold at a future time.

For now, WVLS staff is available to assist member libraries with purging inactive juvenile patron records, and/or patron records that have fines or fees. Interested libraries were asked to email help@librarieswin.org with request and include the following:

- 1) The cutoff year to use for inactive patrons (3 to 5 years is standard).
- 2) The amount of overdue fines to waive on inactive cards. (Up to \$5.00 is standard).
- 3) Any other local charges would you like to waive on inactive cards (This is completely optional and is limited to fines on your own library's items.)
- 4) Note whether your library board is aware of, or has approved, the waiving of fines on inactive accounts.

A question was asked about whether inactive expired patrons with fines are reported along with active patrons in the Annual Report to DPI. K. Zimmermann (WVLS) replied that all patrons in the database are reported to DPI. A committee member asked about identifying inactive patrons with fines so they can be sorted from active patrons. K. Zimmermann (WVLS) noted that it is possible to run a report on last circulation activity to identify active and inactive patrons. Library staff can contact WVLS to request this report.

LSTA Grant pre-applications are due to DPI by June 30th.

We anticipate that WVLS will participate in Collaborative Cooperative Cataloging and Joint ILS Exploration grants in the 2023-2024 grant cycle.

Aspen Detailed Location

Recent changes made in Sierra location codes and Aspen shelf locations to improve performance of the Aspen Detailed Location search filter caused unexpected results in some libraries' Aspen browse categories. WVLS staff reviewed each library's Aspen browse categories, corrected issues, and notified libraries of any changes.

Thanks to Tomahawk Public Library and MCPL for updating their own browse categories!

The Aspen Detailed Location search facet now includes the ability to search for locations, which is an improvement over showing the 100 most popular location codes. Aspen let us know that this is not a keyword search, but a search for a string of words. The search must include the exact words in the correct order. The lack of uniformity in the Sierra location codes (and related Aspen locations) resulted in unexpected search results.

The following adjustments were made in Sierra location codes and Aspen shelf locations to improve the performance of the search:

- Audiobooks (not Audio book or audiobook)
- Big Books (instead of Big)
- Board Books (instead of Board)
- Books on CD (not Book on CD)
- Books on MP3 (not MP3)
- CD Music (not music CD or CD or CDs)
- DVD (not DVDs)
- Graphic Novels (not graphic novel)
- Kits (not kit)
- Magazines (not magazine)
- Mystery (not mysteries)
- Oversize (not oversized)
- Paperback (not paperbacks)
- Readers (not reader)
- Reference (not ref)
- Romance (not romances)
- Science Fiction (not sci-fi or sci fi or SciFi)
- Video (not videos)
- Video Games (not Games Video)
- Western (not westerns)

Generally, location codes list the audience, the type and then details. Some additions or changes were made as needed.

WVLS staff will be reviewing Collection Spotlights of featured titles embedded on library websites to correct similar issues. Please check your library's Collection Spotlights and report any unexpected results to E. Brewster (WVLS) or K. Zimmermann (WVLS).

Support Requests

Members were encouraged to reach out to help@librarieswin.org with support requests.

Aspen Format Display Change Completed

Changes to Aspen Playaway Format displays discussed by the Bibliographic/Interface Committee have been completed.

V-Cat Training Report:

K. Zimmermann (WVLS) shared a V-Cat Training Report.

Aspen Record Grouping Training was held on Monday, May 15. This training will cover grouping and ungrouping record results in Aspen to provide patrons with a great searching experience.

Upcoming Fall 2023 Training Dates available [here](#):

Wednesday, September 20 at 10 – V-Cat Sierra Cataloging Training – Attaching Items

Wednesday, September 27 at 10 – V-Cat Sierra Cataloging Training – MARC Alerts

Thursday, October 5 at 9:30 – V-Cat In-Person Training Day – Z39.50 Catalog Training and TBD.

Wednesday, October 11 at 10:30 – V-Cat Sierra / Aspen Training TBD

Wednesday, October 18 at 10:30 – V-Cat Sierra / Aspen Training TBD

Staff were encouraged to reach out to WVLS with any training needs. Topics for October training dates will be set by the end of July.

Report of the ILS Support Specialist:

Reported by R. Metzler (WVLS)

Database Maintenance

Database maintenance occurred during the week of May 15. A deletion report is available each month that features the location and number of deletions. Member libraries were asked to email rmetzler@wvls.org to request a copy of this report.

OverDrive Clean Card Numbers

A change to OverDrive Clean Card Numbers is now complete. This means that OverDrive will connect using the patron record number instead of barcode number. Patrons will still use their barcode and pin number to access titles in the Wisconsin Digital Library. Library staff will no longer need to merge patron barcodes in OverDrive Marketplace when a patron receives a new barcode number.

During this process WVLS found a significant number of patron records with multiple barcodes. R. Metzler reminded V-Cat Council members that each patron record should only have one barcode. A report of patron records with multiple barcodes will be sent out to libraries for clean-up.

Recommendation Review: 7 days on the hold shelf

K. Zimmermann (WVLS) reviewed the [7 Days on the Hold Shelf](#) V-Cat Guideline with the Council, and noted that it is necessary to clear the hold shelf daily. Documentation for [clearing hold shelf](#) is available on the training page. It was noted that a review of the loan rules may occur to be sure that 7 days is equal to 7 days total, not 7 open days.

Aspen Appetizer – Shelf Location Search

K. Zimmermann (WVLS) demonstrated this feature.

Sierra Snack: Patron Account Review – Phone number entry

Patron telephone numbers must be in the field code: “t” Telephone for patrons to receive telephone notices.

Every patron must have a “t” Telephone field in their patron record unless the patron does not have a telephone number. Patrons should only have one field labeled “t” Telephone in their patron record. This field should contain only numbers and dashes, no additional text. If additional text is useful, add that information in a separate note or message in the patron record.

Hashtags included at the beginning of the patron phone number, should be removed.

K. Zimmermann (WVLS) also reviewed the notice preference options in the patron record and what those options do. More details about these options can be found on [Patron Notices Workflow document](#) from the V-Cat training page.

Courtesy notices are sent out to any patron with an email address in their record, regardless of notice preference. If a patron does not want to receive courtesy notices, remove email, or move it to a note field.

A question was asked about PO box addresses. When entering address order in the patron record, the first address should be the one where the mail is received. If a PO box is used, that address should appear first. A street address should also be kept in patron records with PO boxes to ensure the pcode4 is entered accurately.

Request for Agenda items:

No future agenda items were suggested.

Upcoming Meetings:

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

Adjournment:

A. Demlow (Antigo) moved to adjourn the meeting, seconded by L. Ollhoff (Merrill). Motion carried. Meeting adjourned at 11:16.

SUBMITTED: 7/25/2023 R. METZLER, RECORDER