V-Cat Meeting Minutes
Thursday, June 9, 2016 9:30 a.m.
Marathon County Public Library, 300 N. First St., Wausau, WI

Call to Order and Announcements:
A. Hamland called the meeting to order at 9:30 a.m. Roll call was taken and a quorum was present.

Members Present:
F. Albrecht, E. Brewster, J. Jochimsen, K. Heiting, M. Dunn, C. Hart, A. Hamland, K. Metzke, J. Paulson, L. Petersen, E. Schwartz, M. Taylor, D. Korenuk, C. Huston, C. Smith, V. Roberts, C. Taylor, T. Blomberg, T. Hall, M. Gobert, S. Bedroske and M. Stachowiak.

Via Go To Meeting: J. Beloungy and M. Sepnafski (9:45 a.m.-)

Also Present:
C. Luebbe, A. Mroczenski, D. Litzer, M. Derpinghaus, R. Hitt, and I. Christman.

Absent:
V. Calmes (Proxy S. Bedroske)

Approval of the Agenda:
M. Dunn moved to approve the order of the June 9, 2016 V-Cat meeting agenda. C. Taylor seconded. Motion carried.

Approval of the April 7, 2016 Minutes:
K. Heiting moved to approve the April 7 2016 V-Cat meeting minutes. M. Dunn seconded. Motion carried.

V-Cat Financial Report:
A. Hamland asked if there were any questions regarding the V-Cat financial report documents distributed in advance of the meeting. M. Dunn moved to approve the financial reports and summary as presented. M. Stachowiak seconded. Motion carried.

Bibliographic / Interface Committee:

C. Luebbe, V-Cat Bibliographic/Interface Committee Chair, updated the Council on the following:

- **Discovery Product Update:**
  - o Per our timetable, we had hoped to have EDS go live in May, but now it is June and we are not quite ready. However, that is not unusual. I. Christman has had conversations with other libraries in Wisconsin who have reported similar experiences. We experienced a major bump which took about a week to straighten out. We had originally sent our database to EBSCO in March, and then began testing and tweaking the product. But as you know, our database is not static, new titles are being added and removed all the time, and as we get closer to our go live date we implemented a plan to send updated V-Cat bibliographic information to EBSCO on a regular basis. The current plan is to have Ann send our complete database to EBSCO via FTP once every 2 weeks. So last week Ann did that, and EDS broke. Our catalog items were not showing up. Attempts to limit any search to "Catalog Only" produced no results. I. Christman spent a good part of the week communicating with EDS technical support AND had an in-person conversation with our EDS sales representatives and the problem has been corrected. We are ready to put the finishing touches on it and in the next few weeks, will begin to schedule the "Train the Trainer" sessions with EBSCO.
  - o I. Christman demonstrated some of the search features. Questions and comments about the tweaks to the EDS interface were collected. Christman encouraged library staff to search EDS and note any concerns that should be addressed by the Training or PR committees. These items can be submitted to support@wvls.org.
  - o Select Responses to EDS Suggestion/Improvement Survey:

    1. **SERIES -** Patrons (and staff) always seem to want to know what titles and the order that they are in a particular series. EDS can only search and retrieve what is available. Many V- Cat bib records either don't list a series or the series is not consistently identified during cataloging. The Bibliographic Committee will explore options to make series more searchable as part of the cataloging process.

2. **EDS Limiters** - Results from the discussion and survey determined the following order and wording for the Limiters:

1. Library Materials
2. Articles and Library Materials
3. Articles (Peer Reviewed)

3. **V-Cat Logo placement** - The logo placement is OK the way it is. It serves as a visual aid to remind patrons and staff which product they're in.
4. **Location - On the Left Side of the Screen** "In a search, if a location does not have any results for a particular search, can we have that location listed with a (0) in Hit Count, rather than just dropped from results all together?" It was determined to not list all libraries with a 0 or no holdings for that title. The list would get too long and patrons may not notice the zero and think that the library has this.
5. **Session time-out** - "Your session has timed out due to inactivity. If you had items in the Folder or searches in Search History, they have been cleared." Currently set to 30 minutes, this could be reduced to 15 minutes. A shorter time-out would help maintain patron privacy at the OPAC but might be an unwelcome surprise to other patrons. It will stay at 30 minutes. I. Christman will ask EBSCO if a time-out warning can be added a few minutes before it cuts out.
6. **Source Types** - These are used to limit by type of item, i.e. Audio, Books, etc. Patrons may be confused by this terminology. "Format" is used in Sierra, so this term rather than "Source Type" is preferred.
7. **Widgets on the Right Side of the Screen** - Reorganize the widgets/links to additional content on the right side so that OverDrive is first, Novelist Plus second, and then Ancestry, etc. The Newswires and other EBSCO content can be listed below that.
8. **" View Item in Catalog "** - This phrase will be changed to "View Item in Catalog and to Place a Hold".

o **Promotion/Marketing and Training Ad Hoc Committees:**
  - E. Brewster announced that the PR Committee will start developing EDS promotional brochures in the next few weeks.
  - C. Luebbe and I. Christman have been in contact with Kathy Kiely, the EDS training specialist to set up our training plan and get the dates/locations worked out.
  - M. Gobert suggested, and the V-Cat Council agreed by consensus, to call the V-Cat EDS catalog the "Enhanced Catalog" and the basic V-Cat Catalog the "Classic Catalog".

- **Z39.50 Training:** On April 19, 2016, I. Christman provided V-Cat orientation for the new director at the Loyal Public Library and on May 3, 2016, the Thorp Library Director received Z39.50 training.

Break

Other Sierra Topics:

E-Commerce Update - I. Christman provided an update on E-Commerce. A. Hildebrand will be sending out the first payments to the libraries next week. Due to the volume of E-Commerce activity and the time it takes to process all of the financials, A. Hildebrand will be sending out payments three times a year instead of quarterly.

Sierra Update to 2.2 - I. Christman announced that WVLS will be doing the Sierra update to Sierra 2.2 on the evening of Tuesday, June 28, 2016 after 9:30 pm and that the process should be completed sometime after 2:30 am on the morning of Wednesday, June 29, 2016. WVLS IT staff will be doing this update to the servers. C. Heitman has prepared on instructions on how to clear the "Jar Cache" before restarting Sierra. Libraries should also remember that on the morning of June 29, 2016 to allow extra time to start the Sierra client one computer at a time to "cascade" the updating. I. Christman will send out a reminder about this update with the instructions next week.

2016 Wisconsin Association of Public Libraries Conference – I. Christman shared portions of the conference program: "Where the Wild Things Are – Circulation Data Revealed" which was presented by Jamie McCanless and Ryan Claringbole. WVLS submitted V-Cat statistics that were used to identify trends in library circulation data and what that means for library planning. Here are some trends that were identified:
- Overall, the percentage of staff renewals is not decreasing. In fact, it's increasing at libraries in town locales.

- User renewals appear to have peaked.
- In recent years, libraries in smaller municipalities have higher checkouts than larger municipalities.
- Size of collection does not assure higher checkouts per visit.

Here is the link to the PDF: http://dpi.wi.gov/sites/default/files/imce/pld/pdf/2016-WAPL-circ-data.pdf

Notification of Sierra Outages (Teleforms) – I. Christman apologized for any inconvenience that may have been caused by the Teleforms notification system being down for several days. WVLS staff are creating a process to have teleforms checked daily (Monday – Friday) and to prepare standard template statements that can be sent out to member libraries to alert them about the situation as quickly as possible.

Antigo Public Library Remodeling Project – C. Taylor announced that the Antigo Public Library – BUT NOT THE BRANCHES, will be closed from August 29 – October 3, 2016. Please **do not** send anything to Antigo during this time, but **do** send things to Elcho, Elton and White Lake. Patron holds can be moved to the next person, as long as the Antigo patron is added back to the que at the end of the list during this time. I. Christman will check on the Paging list process for Antigo to clarify how this will work during the time that Antigo will be closed.

Marathon County Public Library (MCPL) Pull List Process – M. Stachowiak shared 3 documents featuring pull list options that work well for MCPL. These 3 documents can be found at:

- MCPL Paging List (Pull List) Concerns:
  http://www.wvls.org/sites/all/libraries/pdf.js/web/viewer.html?file=http://www.wvls.org/sites/default/files/meeting/do cs/Pull%20List%20Concerns.pdf
- Pull List Scenarios (Also Called the Paging List):
  http://www.wvls.org/sites/all/libraries/pdf.js/web/viewer.html?file=http://www.wvls.org/sites/default/files/meeting/do cs/Pull%20List%20email.pdf
- MCPL V-Cat Transfer Holds Procedure:
  http://www.wvls.org/sites/all/libraries/pdf.js/web/viewer.html?file=http://www.wvls.org/sites/default/files/meeting/do cs/V-Cat%20Transfer%20Holds%20Procedure.pdf

Weeding Webinar – M. Gobert attended the WVLS/NFLS sponsored Weeding Webinar and shared that that she learned that V-Cat Statistics from SirsiDynix Horizon were inflated since Horizon counted status changes as check-outs. This may be why some of the circulation numbers from Sierra seemed lower than in Horizon.

T.B. Scott Library - E. Schwarz announced that they had started using the Sierra Interlibrary loan module after participating in a training session offered by L. Damerell from MCPL.

Request for September 1, 2016 Agenda:
A. Hamland asked if there were any items for the September 1, 2016 V-Cat meeting agenda. No agenda items were suggested.

Adjournment:
C. Taylor moved to adjourn the meeting. M. Dunn seconded. Motion carried. The meeting adjourned at 11:44 am.

SUBMITTED: 8/1/2016

I CHRISTMAN, RECORDER