

V-Cat Council Meeting Minutes



Thursday, April 7, 2022, 9:30 a.m.

Call to Order and Announcements:

Chair J. Jochimsen (Abbotsford) called the meeting to order at 9:31 a.m.

Members Present: This meeting was held at the WVLS Office. Remote attendees are marked with an * below.

J. Jochimsen (Abbotsford), D. Frandrup* (Antigo), V. Calmes* (Colby), L. Renel-Faledas* (Crandon), E. Brewster* (Three Lakes), S. Bedroske* (Dorchester) left at 12:06, F. Albrecht* (Laona) arriving at 9:48, M. Handel (Medford), K. Heiting* (Granton), C. Huston* (Stetsonville) arrived at 10:08, T. Hall* (Loyal), K. Roesler (MCPL), J. Ziebell (Neillsville), D. Kiefer* (Merrill), H. O'Hare* (Tomahawk), C. Lemerande* (Wabeno), M. Highfill* (Westboro), R. Ludvigsen* (Gilman), and B. Hardin* (Withee).

Also Present:

C. Wendt* (Minocqua), M. Stachowiak (MCPL), C. Luebbe (MCPL), J. Kinney* (MCPL), J. Zellers* (Merrill), A. Hamland* (WVLS) leaving at 11:15am, J. Matczak* (WVLS), J. Klingbeil* (WVLS), K. Zimmermann (WVLS), R. Metzler* (WVLS), and M. Sepnafski* (WVLS) arriving at 10:26 am.

Members Absent:

V. Roberts (Rhineland) with E. Brewster (Three Lakes) as proxy, T. Blomberg (Rib Lake) with M. Highfill as proxy, P. O'Connell (Minocqua) with C. Wendt (Minocqua) as proxy, A. Brill (Greenwood), L. Petersen (Owen), and C. Soderstrom (Thorp).

Approval of the Agenda:

K. Zimmermann (WVLS) requested the following changes to the agenda: item 4c, will be reported by K. Zimmermann (WVLS); item 6b, iii should be changed to Other Items to Report; items 8 and 10 will be reported by the V-Cat Chair.

K. Roesler (MCPL) moved to accept the agenda with the presented changes, seconded by D. Frandrup (Antigo). Motion carried.

Approval of the February 3, 2022, Minutes:

J. Ziebell (Neillsville) moved to accept the minutes from the February 3, 2022, meeting as written, seconded by M. Handel (Medford). Motion carried.

V-Cat Financial Report:

K. Zimmermann (WVLS) shared the revised December 2021 report, noting that the rebate had been incorrectly included as an expense on the 2021 financial reports. The year-end balance is corrected in the revised December 2021 report. There were no questions or discussion. S. Bedroske (Dorchester) moved to approve the revised December 2021 budget report, seconded by E. Brewster (Three Lakes). Motion carried.

The 2022 V-Cat Revised Appropriations were shared with the Council by K. Zimmermann (WVLS). These include the actual reserve balance at the beginning of the year and updated and the special projects appropriation. K. Zimmermann (WVLS) also noted the activity for January 2022 and February 2022. There were no questions or discussion.

L. Renel-Faledas (Crandon) moved to approve the January 2022 and February 2022 financial reports as presented, seconded by K. Roesler (MCPL). Motion carried.

Bibliographic / Interface Committee Report:

Chair C. Luebbe (MCPL) reported on behalf of the committee. The committee last met on March 3, 2022, and topics addressed include:

Sierra and Aspen material types:

The committee discussed how material types from Sierra work in Aspen and the need to standardize material types throughout the system.

Sierra and Aspen diacritic display:

When a problem with a diacritic is found in either Aspen or Sierra, an overlay with a new suitable OCLC record will fix the problem. The committee wondered how a future ILS might handle diacritics and suggested this be added to the list for the ILS Evaluation and Review Committee.

Grouping in Aspen:

Aspen allows for library staff to manually group records together. The committee concluded that a small group of interested people should be tasked with this work. If interested in this work, request access by contacting R. Metzler (WVLS). If something needs grouping, please email help@librarieswin.org.

Cover images in Aspen:

Aspen allows images to be uploaded to record results if no other image is available. The committee concluded that copyright needs to be considered and that WVLS staff should be responsible for uploads in this situation.

Audience in Aspen:

K. Zimmermann (WVLS) shared with the committee how Aspen uses item location to determine audience for records from item location.

Prepublication bibs and item records:

Aspen puts the new items in when the item is created, not updated. This may be causing the item to drop off the new list too soon. The committee will continue this discussion at the next meeting.

Forthcoming fiction list:

Aspen can pull from various bib record fields, or the list can be curated by making a list of specific titles. Anyone interested in helping with this work, should let C. Luebbe (MCPL) or R. Metzler (WVLS) know.

Overdrive bib records in Sierra:

These are sideloaded by WVLS staff. Because of the sideload, Sierra is always behind the current collection in Overdrive. The committee was asked if it is valuable to have Overdrive records in Sierra. It was noted that having these records in Sierra is the only way to see holdings in Sierra search results. Patrons have an up-to-date connection to Overdrive records in Aspen. C. Luebbe (MCPL) asked for feedback to be shared with her on this topic.

The committee also briefly discussed "other" item circulation information gathering for the 2022 Annual Report.

C. Luebbe (MCPL) shared that the next meeting will be held on Tuesday, May 3.

A Council member asked how to send WVLS staff cover images for the catalog. K. Zimmermann (WVLS) noted that WVLS staff need to better understand copyright law and fair use. Instructions also need to be developed. WVLS staff have been looking at what other libraries have done with Aspen.

It was asked if the diacritics project might be assigned to libraries like the subject headings project. K. Zimmermann (WVLS) answered that it is unlikely as bib records with diacritic problems are difficult to find. Members were asked to please send an email to help@librarieswin.org if one is found. WVLS staff may be able to use that information to find more records with the same problem.

T. Hall (Loyal) asked why the book *Run Rose Run* has two results in Aspen. K. Zimmermann (WVLS) noted that this is a good example of records that need to be grouped manually and demonstrated the grouping process in Aspen.

Cooperative Circulation Committee Report:

Chair L. Renel-Faledas (Crandon) reported on behalf of the committee.

During its March 10, 2022 meeting, the committee:

Reviewed the list of desired and necessary ILS functions and suggested changes for the ILS Evaluation and Review Committee.

Additionally, the project ideas for 2022 were discussed. One suggestion was Automatic OverDrive merge with Sierra patron records. Members were encouraged to share further ideas for other projects with L. Renel-Faledas (Crandon) or K. Zimmermann (WVLS).

C. Luebbe (MCPL) asked for clarification on automatic OverDrive merge. K. Zimmermann (WVLS) explained that when a patron receives a new barcode, moving OverDrive holds from the old barcode to the new barcode is a manual process staff must complete.

Some ILS products can work with OverDrive to update holds automatically and K. Zimmermann (WVLS) will bring more information about the automatic OverDrive merge to a future committee meeting.

ILS Evaluation and Review Committee Report:

K. Zimmermann (WVLS) reported on behalf of the committee. The committee last met on March 10.

K. Zimmermann (WVLS) noted that the committee's charge is to review available Integrated Library Systems/ Library Service Platforms and their viability for the V-Cat Consortium. Ultimately the committee will be expected to present a recommendation to V-Cat to either re-negotiate the current contract with Innovative or negotiate a new service contract with another vendor. The committee will meet monthly.

WVLS staff have been following the ILS evaluation processes for Milwaukee County Federated Library System (MCFLS) and Northern Waters Library System (NWLS). MCFLS has multiple committees, a method that could overtax staff at V-Cat libraries. MCFLS sent requests for information to vendors and then scheduled lengthy vendor demos. Following the demos, MCFLS committee members scored the products on a predefined matrix. MCFLS is hoping to have a final recommendation for their directors this summer. MCFLS initially considered SirsiDynix- Symphony, Innovative- Sierra, Innovative- Polaris and The Library Company- CarlX. During the process, Innovative- Polaris and The Library Company- CarlX were dropped from consideration.

NWLS is not as far along in their ILS evaluation and review process. They have hosted shorter demonstrations and have requested initial price quotes. Products under consideration include SirsiDynix- Symphony, Innovative- Sierra, Innovative- Polaris, The Library Company- CarlX, and Koha, supported by Bywater Solutions.

The committee discussed possible timetables and E. Brewster (Three Lakes) offered to put together a Gantt Chart to visualize the timeline. A possible schedule could be to complete the Request for Information process during the next few months, do demonstrations toward the end of 2022, select a product in 2023, and implement changes by the end of August 2024.

The committee intends to communicate with V-Cat Council throughout this process and a committee report will be included on upcoming V-Cat Council agendas.

The committee talked briefly about what products might be considered and concluded that the products being reviewed by both MCFLS and NWLS be explored. Additionally, the committee will investigate products that are still supported by their parent companies, have shown compatibility with consortia, whether the company has completed previous migrations from Sierra.

A Council member asked why we are looking at other products. K. Zimmermann (WVLS) responded that some member library staff have frustrations with some of the features in Sierra. Also, the annual cost for Sierra increases by 5% each year. The committee is looking for a quality product that serves the needs of V-Cat at an affordable price.

V-Cat Steering Committee Report:

K. Zimmermann (WVLS) reported on behalf of the V-Cat Steering Committee. The committee met on March 17.

The Steering Committee discussed and approved the proposed 2023 V-Cat Budget. The committee also began a preliminary review of the current and alternative funding models and will meet again in a few months to talk more about funding options. K. Zimmermann (WVLS) noted that it seemed prudent to look at the funding model around the same time as the ILS review. More information will likely be presented to the Council at the September meeting.

K. Zimmermann presented the proposed 2023 V-Cat Budget. It was noted that "revised" will be removed from the title. She clarified that the actual cost of an expense was used when known, if the cost was unknown a 3% increase was added for 2022 and 5% for 2023.

K. Zimmermann clarified that the increased amount budgeted for ecommerce fees because it is hard to predict how the switch to PayPal will affect this line item. The interface is easier to use so we may see an increase in use. R. Metzler (WVLS) explained that PayPal through Aspen is more expensive to offer than PayFlow through the Classic Catalog.

It was suggested that a fee to pay online could be considered. Others felt a fee would discourage payments.

The V-Cat Council will vote on the 2023 budget at the June V-Cat Council meeting.

ILS Admin Update:

Report of the ILS Admin (K. Zimmermann, WVLS ILS Administrator)

Top 10 Accomplishments of 2021

K. Zimmermann (WVLS) shared the Top Ten 2021 V-Cat Accomplishments document with the Council.

A discussion occurred around the topic of going fine free. Libraries who had made a change to fine free were asked to share. It was noted by T. Hall (Loyal) that it has been wonderful for the patrons, and patrons that hadn't been in a while are coming back. Loyal is seeing an increase in returns and receiving some donations from patrons. J. Zellers (Merrill) agreed with T. Hall (Loyal) and encouraged directors to get in touch with her if they are considering going fine free.

M. Stachowiak (MCPL) asked if there will there still be overdue fines when Loyal or Merrill items are checked out at MCPL. K. Zimmermann (WVLS) confirmed loan rules are applied at the checkout location, not by the item location. Fines will still occur at the checkout location for Loyal and Merrill items if a library is charging fines.

M. Handel (Medford) noted that their children's collection is fine free, and she is observing that more people come in to use the library when they do not need to pay fines.

M. Stachowiak (MCPL) shared a big thumbs up to WVLS Staff and V-Cat members for all the work that they accomplished in 2021.

Aspen Discovery Layer Report Report

The Aspen implementation work is nearly complete. Libraries with sites that are up and running can have the option to 'set it and forget it'. If a library staff would like something changed or updated, contact WVLS staff. This includes placards, which could be used to highlight special services, events, offerings. There is a form available on the Aspen Discovery page of the WVLS website to request the creation of a placard or additional browse categories.

It was asked if the website carousels update automatically. K. Zimmermann (WVLS) clarified that they do for browse categories featuring new items.

K. Zimmermann (WVLS) requested feedback on what is going well and what is not going well. The Council responded with positive feedback from many patrons.

K. Roesler (MCPL) shared that while working with an elderly couple, the couple expressed that they love the new catalog and that it is easy to work with.

M. Handel (Medford) noted that there are occasional problems with frozen holds and large lists. Otherwise, 90% of people have really loved it. Patrons appreciate the series information and similar reads. However, M. Handel (Medford) shared that she is finding some people are switching back to the old catalog instead of trying to learn the new one. M. Handel (Medford) noted that she tries to switch patrons back over to Aspen but believes some will continue to use the old catalog until it is unavailable.

K. Heiting (Granton) shared that she loves Aspen; patrons like the Overdrive connection, her students are getting used to it and really like the "while you wait" feature.

E. Brewster (Three Lakes) has received positive feedback. She asked if there's a way to add a quick link to novelist. K. Zimmermann (WVLS) noted that she will investigate it. E. Brewster (Three Lakes) also mentioned that the "while you wait" feature sometimes highlights things that are not available. K. Zimmermann (WVLS) responded that there is a development request with Aspen on this topic.

L. Renel-Faledas (Crandon) noted that staff appreciate Aspen. However, some patrons want to use the classic catalog, it will take some time for some patrons to adjust to the new catalog.

H. O'Hare (Tomahawk) shared that the library has purchased iPads to assist with teaching patrons about the new catalog and that there are more holds being placed because patrons are seeing new items easier.

J. Ziebell (Neillsville) added that seeing the wording "in process" on an item record is sometimes too buried.

K. Zimmermann (WVLS) asked for feedback on what training/communication is needed from WVLS staff and encouraged members to share ideas with WVLS staff.

K. Zimmermann (WVLS) added that she is hoping to get the four libraries that are not yet on Aspen up by April 18. After that time, messaging and links will be added to the classic catalog to encourage patrons to use Aspen. Eventually, the Aspen page will be replacing the URL for the classic catalog. K. Zimmermann (WVLS) is estimating this switch will occur one month from when all libraries go live.

T. Hall (Loyal) asked how patrons will transition to the individual library page if the classic catalog is redirected to the general catalog. K. Zimmerman (WVLS) noted there will be messages and links in the classic catalog and on the WVLS Aspen site to help with this.

K. Zimmermann (WVLS) shared a linked document that shares tickets and projects in progress with Aspen. This document will be updated by WVLS staff.

Articles and Databases

a. EBSCO Integration

K. Zimmermann (WVLS) demonstrated how searching within 'combined results' and within 'articles and databases' works in Aspen. The results include articles and databases available from BadgerLink. Currently this is powered by EDS. Aspen is working on EBSCOhost API integration and hopes to have it done by the end of July. V-Cat has an EDS subscription until the end of April 2022.

b. Action: Continue or Terminate EBSCO Discovery Service

K. Zimmermann (WVLS) explained the options the Council has for terminating or extending EDS. The options are as follows:

- 1) Continue EBSCO Discovery Service (EDS) through the service period of May 2022 - July 2022
 - Gives additional time for V-Cat to consider the value of accessing articles and databases within the Aspen Discovery interface.
 - Allows for additional transition time to create additional placards and links to optimize access to databases.
 - Allows additional time for Aspen to develop EBSCO Host integration.
 - It is likely that at the end of 4 months V-Cat would need to pursue an annual contract with EDS, or terminate EDS.
 - Cost: \$5,215.35.
 - Funds from Service Contracts or Special Projects.
- 2) Continue EBSCO Discovery Service (EDS) through the service period of May 2022 – April 2023

- Provides additional time for V-Cat to assess the value of retrieving articles and databases within the Aspen Discovery interface.
- Allows for transition time to create additional placards and links to optimize access to databases.
- Allows considerable time for Aspen to develop EBSCO Host integration.
- Cost: \$14,604.80.
- Funds from Special Projects.

3) Terminate EBSCO Discovery Service (EDS) at the end of April 2022

- Library users will no longer be able to search for EBSCO articles and databases within the Aspen Discovery catalog.
- Does not give sufficient time for V-Cat to consider the value of accessing articles and databases within the Aspen Discovery interface.
- Does not provide sufficient transition time to create additional placards and links to optimize access to databases.
- Does not give time for Aspen to develop EBSCO Host integration.
- No additional cost.

K. Zimmermann (WVLS) clarified that if V-Cat Council wants to continue to have the option of searching articles and databases right now, V-Cat Council needs to extend the subscription to EBSCO Discovery Service.

WVLS met with the Aspen team earlier in the week and the Aspen team agreed to work toward EBSCOHost integration by the end of July 2022.

It was asked how likely it is that Aspen will complete the EBSCO Host API before the end of July. K. Zimmermann (WVLS) noted that she trusts the Aspen team will make it a priority. It's an API that they will be adding to service. The Aspen team noted that they needed a push to make this a priority and that we were that push.

K. Roesler (MCPL) wondered if EDS would be dropped by V-Cat at the end of July. K. Zimmermann (WVLS) noted that the Council will talk about this at the June meeting. If EDS is willing to do another partial contract, we could possibly do that.

A Council member requested information about data usage of articles via Aspen. K. Zimmermann (WVLS) noted that we may be able to provide this information at the June V-Cat Council meeting.

D. Frandrup (Antigo) asked how long it would take to get placards advertising BadgerLink resources up and running. As placards could push patrons to BadgerLink resources without the need for ability to search articles and databases in Aspen, K. Zimmermann (WVLS) answered perhaps a few weeks into May. She noted that patrons can access articles via BadgerLink directly.

WVLS staff recommend keeping EDS through the end of July for the most seamless transition.

E. Brewster (Three Lakes) moved to pursue the temporary contract with EDS for 4 months, seconded by S. Bedroske (Dorchester). Motion carried.

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

MARC Alert and Z39.50 Cataloging Training were provided in February, and Aspen Q&A and Aspen Materials Requests / Purchase Suggestions trainings were provided in March.

K. Zimmermann (WVLS) and R. Metzler (WVLS) attended 1-2-3 Steps to Clean Up Your Database provided by Innovative. Both also registered for IUG Virtual Conference.

K. Zimmermann (WVLS) and R. Metzler (WVLS) were scheduled to attend Acquisitions A to Z training but had to postpone due to illness.

No V-Cat members applied for training grants for Innovative trainings or Innovative User Group Virtual Conference.

Library Card Pre-Expiration Notices Report

This project is still in progress. K. Zimmermann (WVLS) hopes to dedicate time to it during April and May.

M. Stachowiak (MCPL) asked if patrons with cards that have already expired will get a notice. K. Zimmermann (WVLS) clarified that emails will only be sent to patrons that are not expired over a month or have expiration dates within 30 days.

Other Items to Report

K. Zimmermann (WVLS) will be reaching out to libraries that need updates to notice schedules.

K. Zimmermann (WVLS) highlighted three V-Cat guidelines:

The Council was reminded about the Renewals Guideline to not override renewals blocks for items from another library. It is okay to check in an item and check it out again if there are no holds on the item.

Additionally, the Council was reminded of the High Demand Items Guideline. Library staff were encouraged to run lists monthly to identify new items that have been circulating for three months and update item types so they are no longer high demand.

K. Zimmermann (WVLS) shared the V-Cat Recommendation for Timeline Tasks that itemizes activities libraries are asked to do on a regular basis. She noted that WVLS staff will be reviewing the list to identify reports that they can run and send to libraries. Council members were encouraged to reach out to WVLS staff with any suggestions.

ILS Support Specialist Update:

Report of the ILS Support Specialist (R. Metzler, WVLS ILS and Database Support Specialist)

i. Subject headings project

R. Metzler (WVLS) has started review of the acceptable matches received from Backstage.

ii. Aspen formats

R. Metzler (WVLS) noted that this project will be ongoing as items continue to be added to library collections. New MARC Alert templates are being considered that may help display these formats correctly in Aspen records.

Additionally, R. Metzler continues to update formats from lists that have been prepared by the WVLS Cataloging partners and herself. Most bib changes to correct formats are occurring in the MARC leader or the 007/008 fields.

Please continue to alert WVLS to needs in this area by emailing help@librarieswin.org.

iii. Other Items to Report

R. Metzler (WVLS) reminded the Council that recently added bibliographic records will be sent to Backstage for record improvements on Tuesday, April 12 and that an item barcode order will be placed soon.

French language subject headings are appearing in OCLC bib records. Bib Committee will be discussing these headings and what to do about them.

Other Sierra Topics:

T. Hall (Loyal) asked that library staff empty Create List files when completed with them. R. Metzler (WVLS) added that she attempts to clear them monthly, but leaves the "do not delete" files.

Request for Agenda Items:

2023 V-Cat Budget

Upcoming Meetings:

K. Zimmermann (WVLS) noted that the committee meetings in May might be moved due to the WAPL Conference.

Adjournment:

Moved to adjourn by K. Roesler (MCPL), seconded by J. Ziebell (Neillsville). Motion carried. Meeting adjourned at 12:11pm.

SUBMITTED: 5/12/2022 R. METZLER, RECORDER

DRAFT