

V-Cat Council Meeting Minutes

Thursday, February 3, 2022 9:30 a.m

Due to precautions concerning COVID-19 this meeting was held by remote attendance only.



Call to Order and Announcements:

The meeting was called to order by Chair, J. Jochimsen (Abbotsford) at 9:30 am.

Members Present via Go To Meeting:

J. Jochimsen (Abbotsford), D. Frandrup (Antigo), V. Calmes (Colby), L. Renel-Faledas (Crandon), E. Brewster (Three Lakes), F. Albrecht (Laona), M. Handel (Medford), K. Heiting (Granton) leaving at 10:45am, K. Metzke (Greenwood), T. Hall (Loyal), K. Roesler (MCPL), P. O'Connell (Minocqua), J. Ziebell (Neillsville), V. Roberts (Rhineland), T. Blomberg (Rib Lake), D. Kiefer (Merrill), H. O'Hare (Tomahawk), M. Highfill (Westboro), R. Ludvigsen (Gilman), and B. Hardin (Withee).

Also Present:

O. Carlson (MCPL), C. Luebbe (MCPL), A. Johnson (MCPL), J. Kinney (MCPL), M. Stachowiak (MCPL), J. Zellers (Merrill), K. Zimmermann (WVLS), R. Metzler (WVLS), A. Hamland (WVLS) leaving at 10:41am, J. Klingbeil (WVLS) leaving at 9:55am, and M. Sepnafski (WVLS) arriving at 10:25am.

Absent:

S. Bedroske (Dorchester), C. Huston (Stetsonville), L. Petersen (Owen) and C. Soderstrom (Thorp), C. Lemerande (Wabeno).

Approval of the Agenda and the Minutes:

K. Zimmermann (WVLS) requested that an overview of the weighted votes for 2022 be added to the agenda prior to the financial report.

V. Roberts (Rhineland) moved to approve the agenda with the requested addition, V. Calmes (Colby) seconded. Motion carried.

P. O'Connell (Minocqua) moved to approve the November 2021 V-Cat Council minutes, seconded by D. Frandrup (Antigo). Motion carried.

Weighted Vote Overview:

K. Zimmermann (WVLS) shared an overview of the changes to the weighted voting for 2022.

While most libraries weighted vote stayed the same for 2022, K. Zimmermann (WVLS) highlighted the following changes:

- Colby Community Library will have four votes in 2022, up one from 2021.
- Edith Evans Library in Laona will have two votes in 2022, up one from 2021.
- Marathon County Public Library will have thirty-four votes, down two from 2021.

There was no discussion.

V-Cat Financial Report:

K. Zimmermann (WVLS) shared the V-Cat financial report. She indicated that, unless V-Cat members object, the remaining funds of \$14,456.22 from 2021 will be placed in the special projects fund. E. Brewster (Three Lakes) asked how much money from the special projects fund is committed to Backstage for the subject headings project and to ByWater for Aspen Discovery. R. Metzler (WVLS) and K. Zimmermann (WVLS) estimated the amounts at approximately \$20,000 for the year. E. Brewster (Three Lakes) noted that V-Cat will still have a healthy special projects balance after paying Backstage and Aspen.

E. Brewster asked if the 2022 budget will have remaining funds. K. Zimmermann (WVLS) answered that there will likely be money left in the travel budget.

M. Stachowiak (MCPL) asked about where the money comes from in the event of a migration. K. Zimmermann (WVLS) noted that it is her understanding that the long-term replacement fund would be used for a migration. M. Stachowiak (MCPL) asked if the special project fund would stay as special projects during a migration. K. Zimmermann (WVLS) noted that the special project fund is intended for special projects, but the Council could choose to change how funds are used.

E. Brewster (Three Lakes) moved to approve the financial reports as presented. T. Hall (Loyal) seconded. Motion carried.

Appointment of Nominating Committee for 2022 V-Cat Chair Elect:

J. Jochimsen (Abbotsford) asked for volunteers to join a Nominating Committee. As the past chair of V-Cat Council, D. Frandrup (Antigo) is the chair of the nominating committee. T. Hall (Loyal) and V. Roberts (Rhineland) volunteered to join the committee. The committee will meet during the break.

Bibliographic / Interface Committee:

Chair C. Luebbe (MCPL) presented on behalf on the Bibliographic / Interface Committee.

The committee last met on December 7, 2021. Topics discussed at this meeting included the Z39.50 Cataloging Recommendation update, the ILS functionality lists, and Aspen. The Committee is talking about the possibility of catalogers receiving privileges to do things like link records in Aspen. Additionally, the Committee discussed volume information in magazine item records and how the forthcoming fiction list will work in Aspen.

The Committee presented the following V-Cat cataloging compliance recommendation to the Council.

Library staff who use Z39.50 to bring bibliographic records into the VCAT catalog must have training from WVLS staff and be in compliance with VCAT cataloging procedures. Library staff who do not follow procedure will be notified of issues by email. The email will include the opportunity for additional training and/or clarification of procedures. Library directors will also be notified when procedures are not followed. WVLS staff reserves the right to disable Sierra's Z39.50 permission for any staff member or library found to be in continued violation after 3 email notifications.

Z39.50 permission can be restored to a library at the discretion of WVLS staff once additional WVLS training has been completed.

The committee felt there were weaknesses in the previous recommendation and wanted to provide a more supportive explanation of the procedure.

Some discussion occurred about this recommendation. R. Metzler (WVLS) shared that her goals for collaborative cataloging in V-Cat include support and training.

T. Hall (Loyal) moved to accept the V-Cat cataloging compliance recommendation, seconded by D. Frandrup (Antigo). Motion carried.

Cooperative Circulation Committee Report:

No report. The committee has not met since the November 2021 V-Cat Council meeting.

Break from 10:10 - 10:25

J. Jochimsen (Abbotsford) called the meeting back to order at 10:25.

Election of the 2022 V-Cat Chair Elect:

The Nominating Committee reported a nomination of P. O'Connell (Minocqua) as the 2022 V-Cat Council Chair Elect. P. O'Connell (Minocqua) accepted this nomination. There were no other nominations.

T. Hall (Loyal) moved to accept the nomination, seconded by D. Frandrup (Antigo). Motion carried.

Report of the ILS Admin:

Presented by K. Zimmermann (WVLS).

Standardized checkout periods update

All libraries have had their checkout periods updated. Most libraries are following all recommendations. Two libraries have decided to ease the transition for their patrons by allowing their own high demand new books to circulation for 21 days. K. Zimmermann (WVLS) thanked the Council for their hard work and dedication to the project. There is still some clean up to do with item types. This clean up will be picked up after Aspen goes live.

ILS evaluation and review

This project has been on hold as WVLS works on Aspen implementation. K. Zimmermann (WVLS) has been meeting with Jackee Johnson the ILS Administrator at Northern Waters Library Service. R. Metzler (WVLS) and K. Zimmermann (WVLS) have attended demos for Carl X, Polaris, Symphony, and Koha supported by ByWater Solutions. K. Zimmermann (WVLS) noted that it is good to get a high level overview, but too soon to make any judgement calls on any of those products.

K. Zimmermann (WVLS) requested that the Council form an ILS Review Committee to investigate V-Cat's needs in an ILS and available Integrated Library Systems / Library Services Platforms and their viability for the V-Cat Consortium.

K. Heiting (Granton) moved to form the ILS Review Committee, seconded by K. Roesler (MCPL). Motion carried.

V-Cat Committee membership for 2022

K. Zimmermann (WVLS) shared V-Cat committee membership for 2022.

Aspen Discovery Layer

There are six libraries going live on Tuesday, Feb 8. The goal is to get all libraries live by March 8. Most libraries have scheduled a consultant appointment with K. Zimmermann (WVLS).

The implementation process is going well, WVLS staff are excited to see how things go with patrons.

C. Luebke (MCPL) asked for the site to test Aspen. K. Zimmermann (WVLS) shared that each library has a testing site, it is: {librarymunicipality}.aspendiscovery.org. K. Zimmermann (WVLS) noted that once we go live, the test addresses will change to the permanent addresses: {librarymunicipality}.catalog.wvls.org.

K. Metzke (Greenwood) asked if the test link will redirect patrons to the permanent link once we go live. K. Zimmermann (WVLS) will connect with the Aspen team for an answer.

V-Cat Training Report

Upcoming scheduled trainings are:

Wednesday, February 16, 10:00 - 12:00: V-Cat Sierra MARC Alert Cataloging Training
Wednesday, February 23, 10:00-12:00: V-Cat Sierra Z39.50 Cataloging Training

Wednesday, March 16, 10:00-12:00: Aspen related topic TBD
Wednesday, March 16, 1:00-3:00: Aspen related topic TBD

Innovative Trainings:

Tuesday, March 29 - Tuesday March 31, 11:00 - 3:00: Sierra Acquisitions A-Z

There are two seats available for this multiple day training, one for a WVLS staff member and another for a staff member from a V-Cat library. Please email K. Zimmermann (WVLS) by March 4th to indicate your interest in receiving the grant to attend.

Innovative Users Group 2022 Virtual Conference

Tuesday, April 5 - Friday, April 8

V-Cat will cover the cost to attend. Email K. Zimmermann (WVLS) by March 15 to indicate interest in receiving a grant to attend.

Library Card Pre-Expiration Notices Report

This project is on hold because of Aspen implementation and Annual Report work at WVLS.

A message has been added in Aspen when the patron is 30 days from expiration.

Other items to reports

K. Zimmermann (WVLS) has been hearing reports of odd hold behavior in Sierra. WVLS staff are monitoring this. The Council was reminded that both title and item paging lists need to be run daily. Library staff were requested to contact WVLS if they cannot run them five days a week. Running reports daily will ensure that holds are not dropped. J. Klingbeil (WVLS) is working on a holds database that will capture hold data that Sierra does not save.

Report of the ILS and Database Support Specialist

R. Metzler provided an update on her activities

Database Maintenance Report

Database maintenance continues to happen on the third week of the month. In the month of January no database maintenance occurred because of the preparation of annual report data.

The next database maintenance will occur during the third week of February.

V-Cat Cataloging Report

The Subject Headings Project is close to completion. R. Metzler (WVLS) thanked everyone for the hard work they put into this project. WVLS sent records out to Backstage and overlaid many records that did not have headings. There were some records that came back from Backstage as “acceptable” and R. Metzler (WVLS) will review and overlay these records.

R. Metzler (WVLS) shared the following numbers with the Council:

Number of records we started with	14,302
Number of records sent for outsourcing	5,338 this includes libraries that chose to pay to outsource this work
Number of records that received from outsourcing with a “perfect” match and have been overlaid	4,539
Number of records with a “acceptable” match that need review before overlaying	561
Number of records with no matches	238
Number of records that need local headings added	70

Aspen Formats

WVLS staff and cataloging partners have been working in Aspen to identify records that are being presented as the wrong format. The following format categories have been worked on: DVD, VHS, Kit, Audiobook CD, Sounds Recording, Newspaper, Microfilm, and Library of Things. Bibliographic changes need to be made to some of the records in these categories to display the format correctly.

Additionally, cataloging partner Maria Pregler has updated Book Club Kits to group with other items of the same title/author and have a Book Club Kit format label.

Help is needed to with identify records that are displaying with the incorrect format. If a library has a special collection, it would be appreciated if staff could check the format of that collection in Aspen.

Please email help@librarieswin.org if format or image inconsistencies are found.

Cataloging Collaborations

Maria Pregler, cataloger at Antigo, spoke about her experience working with Three Lakes as their cataloger while they were hiring. The collaboration was a positive one. WVLS would be happy to help other libraries create such partnerships if a need arose.

Other V-Cat Topics:

No topics were shared during the meeting.

Request for items to include on the next meeting agenda:

No items for the next meeting were shared during the meeting.

Upcoming Meetings:

K. Zimmermann (WVLS) shared the V-Cat Council/Committees meeting schedule with the Council.

Adjournment:

D. Frandrup (Antigo) moved to adjourn the meeting, seconded by E. Brewster (Three Lakes). Motion carried. Meeting adjourned at 11:13 am.