

V-Cat Council Meeting Minutes

Thursday, September 1, 2022, 9:30 a.m.



Call to Order and Announcements:

Meeting called to order by chair J. Jochimsen (Abbotsford) at 9:32 am.

Members Present in WVLS Office: J. Jochimsen (Abbotsford), E. Brewster (Three Lakes), M. Handel (Medford), A. Brill (Greenwood), T. Hall (Loyal), K. Roesler (MCPL), L. Petersen (Owen), and H. O'Hare (Tomahawk).

Members Present Via Go To Meeting: M. Pregler (Antigo), V. Calmes (Colby), L. Renel-Faledas (Crandon), S. Bedroske (Dorchester), F. Albrecht (Laona), K. Heiting (Granton), P. O'Connell (Minocqua), J. Ziebell (Neillsville), V. Roberts (Rhineland), C. Soderstrom (Thorp), C. Lemerande (Wabeno), M. Highfill (Westboro), R. Ludvigsen (Gilman), and B. Hardin (Withee).

Also Present: C. Luebbe (MCPL) and K. Zimmermann (WVLS) attended in WVLS office; K. Sabelko (MCPL), O. Carlson (MCPL), J. Kinney (MCPL), E. Marzahn (T.B. Scott), M. Sepnafski (WVLS), and R. Metzler (WVLS) attended virtually.

Absent: L. Ollhoff (T.B. Scott) with E. Marzahn (T.B. Scott) as proxy, C. Huston (Stetsonville), and T. Blomberg (Rib Lake).

Approval of the Consent Agenda:

A correction was requested to the minutes: M. Pregler (Antigo) in attendance via Go To Meeting.

A proposed change to the agenda was shared: ILS Evaluation and Review Committee report will be given by C. Luebbe (MCPL) instead of by A. Johnson (MCPL).

H. O'Hare (Tomahawk) moved to approve the amended agenda, K. Roesler (MCPL) seconded. Motion carried.

T. Hall (Loyal) moved to accept the minutes with the corrected attendance information, L. Petersen (Owen) seconded. Motion carried.

V-Cat Financial Report:

E. Brewster (Three Lakes) moved to approve [the financial reports](#) as presented, H. O'Hare (Tomahawk) seconded. Motion carried.

Bibliographic / Interface Committee:

C. Luebbe (MCPL), committee chair, reported on behalf of the Bibliographic / Interface Committee.

During the committee meeting on July 12 the following topics were discussed:

- Creation of workgroups to assist with work in Aspen Discovery Layer: forthcoming fiction and grouping.
- An update on French language headings
- Incorrect diacritics in bibliographic records
- Display of records in Aspen
- Cover images in Aspen

C. Luebbe (MCPL) also shared that P. Schmitt (MCPL) retired on July 29. A new MCPL cataloger has been hired and was set to start the week following the Council meeting.

Cooperative Circulation Committee Report:

L. Renel-Faledas (Crandon), committee chair, reported on behalf of the Cooperative Circulation Committee.

The committee discussed several topics at their most recent meeting including:

- Item status clean-up.
- Converting juvenile patron records to adult
 - Survey results
 - Library cards are considered a contract and records may need to be kept longer than 7 years
 - Wisconsin statute 43.30 regarding the privacy of 16 and 17 year old patrons
 - Who is legally responsible for fines for 16 and 17 year old patrons
- Patron records - standardization of library card applications
 - A mock-up of a standard app is being prepared for the next committee meeting
 - Using the label “previous name” instead of “maiden name”
 - Libraries using collection agency / police department need legal name in patron records
 - K. Zimmermann will be gathering information about preferred name/legal name options in Sierra
 - List of acceptable forms of ID
- A list of libraries charging processing fees has been sent to V-Cat Libraries
- Automatic Overdrive patron merge has been postponed to January 2023 to avoid the loss of circulation data
- Standardized checkout periods for high demand juvenile items
- Create List templates
 - K. Zimmermann (WVLS) asked the Council for suggestions for useful saved Create List reports

ILS Evaluation and Review Committee Report:

C. Luebke (MCPL), committee member, reported on behalf of the ILS Evaluation and Review Committee.

The committee met June 9, July 14, July 21, August 4, and August 11. During the June 9 meeting, the committee discussed the RFI document to be sent to vendors. At the other meetings the committee discussed the RFI responses in closed session to determine which vendors to invite for demonstrations.

Aspen Discovery Layer Report:

K. Zimmermann (WVLS) and R. Metzler (WVLS) reported.

The EBSCO host integration is complete. A [video tutorial](#) is available on the [Aspen training page](#) of the WVLS website.

The Forthcoming Fiction Workgroup has created curated lists of featured titles for September, October, November. These lists are used to create corresponding browse categories. The workgroup includes Antigo, Rhinelander, and MCPL staff members. A browse category, may be added three to four months in advance, but will not be added until there are at least three titles on the list.

R. Metzler (WVLS) informed the Council on the activities of the Record Grouping Workgroup. A training has occurred, and additional “open hours” sessions have taken place. The workgroup recognizes that grouping in Aspen will be an ongoing effort. Author authorities have also been added to Aspen when appropriate.

R. Metzler (WVLS) updated the Council on the ecommerce activity that occurred using Aspen between March and July. It was found that most of the transactions that occur are over \$5. With this data, WVLS staff feel that

keeping the minimum payment at \$3 is the best service option for patrons. A Council member recommended a yearly look at the transaction data.

R. Metzler (WVLS) reminded the Council of the importance of closing patron records promptly, especially if they suspect a patron is attempting to pay online.

K. Zimmermann reported that the Classic V-Cat Catalog will be converted so that the catalog.wvls.org URL sends users to the WVLS Aspen Site. The goal is to make this switch in September.

V-Cat Training Report:

K. Zimmermann (WVLS) reported.

The [Fall 2022 training schedule](#) including Sierra Create Lists, Cataloging, Aspen Genealogy and Sierra Technical Services was shared with the Council.

E. Brewster (Three Lakes) asked if it would be appropriate for a library volunteer genealogist to attend the Aspen Genealogy and Local History Training. K. Zimmermann (WVLS) affirmed that a volunteer could attend.

Report of the ILS Admin:

K. Zimmermann (WVLS) reported.

Sierra Holds Consultation

K. Zimmermann (WVLS) and R. Metzler (WVLS) attended an in-depth review of holds and paging settings conducted by Innovative. As a result, WVLS staff will be considering paging behavior and other settings that could improve the experience of Sierra. A written report of information will be available once prepared.

K. Zimmermann (WVLS) introduced the Item level holds recommendation to the Council.

E. Brewster (Three Lakes) moved to accept [the recommendation](#) as presented, M. Pregler (Antigo) seconded. Motion carried.

H. O'Hare (Tomahawk) asked if this setting can be changed if needed. K. Zimmermann (WVLS) confirmed that we can reassess if needed.

Joint ILS Exploration LSTA Grant

WVLS and NWLS has been pre-approved to receive this grant.

K. Zimmermann (WVLS) reminded the Council that both systems are in the process of evaluating their current Integrated Library System products and considering other vendors. And that there is potential to increase support for libraries in the WVLS NWLS service area and provide a better patron experience.

WVLS and NWLS will be working with a consultant to facilitate this effort. Council members can participate by attending focus groups and responding to surveys.

A Council member asked what discovery layer NWLS uses. K. Zimmermann (WVLS) answered that they use Pika. It was noted, that it is possible to merge integrated library systems and allow multiple discovery layers if NWLS and WVLS prefer to maintain their current discovery products.

Item Statuses in Use

The Cooperative Circulation Committee has investigated the use of item statuses throughout system via survey and discussion. **The committee suggested that ILS Administrator K. Zimmermann (WVLS) prepare and present a recommendation to the Council to streamline the database by combining a few statuses and by removing others.**

H. O'Hare moved to accept [the recommendation](#) as presented, K. Roesler seconded. Motion carried.

WVLS staff will send out a report of items with these statuses for libraries to review. WVLS staff will change item statuses in a batch process and a report will be sent upon completion.

Sierra Logins

WVLS staff are planning to roll-out individual logins for Sierra as a security measure. This will be done one library at a time.

K. Zimmermann (WVLS) went on to explain that securing the patron information is the main motive for this change. The goal is to make this transition as smooth as possible.

If we do not make this change, V-Cat may have to pay more for cyber security. If there is a security breach, and this change is not made, the insurance may not cover it.

K. Zimmermann (WVLS) indicated that she is investigating multiple options for individual and tiered logins that could be implemented.

K. Zimmermann (WVLS) emphasized that it is vital that libraries report staff changes to WVLS staff. Additionally, library staff should only know their own password.

Patron ID Numbers

A list of patron records with ID numbers in patron guardian field was sent to library staff for clean up. K. Zimmermann (WVLS) reminded the Council that unique ID numbers should not be captured in patron records in any field. Libraries may choose to collect this information on paper applications and keep those in a secure place.

Additional ILS Admin News

The expected 2023 cost for ILS Application and Content Café cover images is \$2,000 higher than budgeted for 2023. K. Zimmermann (WVLS) believes V-Cat will have funds in unspent allocations from 2022 that could be used to cover the difference.

V-Cat had a remaining credit with Innovative, which was set to expire September 1, 2022. The credit will be used to cover the cost of indexing telephone, email, and address in the patron record. Additional funds will be used to set up agency holds, item status API, and volume hold capabilities. The balance of the credit will be used for 8 hours of training with Innovative staff to be used as we need.

K. Zimmermann (WVLS) asked libraries to delete unused Create List saved queries, searches, lists, and exports. An email will be sent with more information.

Report of the ILS Support Specialist

R. Metzler (WVLS) reported.

V-Cat Database Maintenance Report

R. Metzler (WVLS) reported that database maintenance occurred during the fourth week of August. Libraries with items that could not be deleted were contacted.

V-Cat Cataloging

Cataloging training will be provided in October. Libraries were reminded that staff doing cataloging work need to be trained by WVLS staff. There are two new catalogers in system at Three Lakes and MCPL. The cataloger at Three Lakes has been trained in MARC Alerts and is planning on attending the Z39.50 training in October. The new MCPL cataloger will be trained in September.

Cooperative Cataloging LSTA Grant

The grant has been pre-approved. This grant is an effort the WVLS is participating in with multiple systems in the state to gather information about cataloging practices in our libraries and create state-wide standards. WVLS staff anticipate staff at V-Cat libraries may be invited to participate in surveys.

Diacritics

R. Metzler (WVLS) presented the recommendation to outsource the improvement of bibliographic records.

K. Zimmermann shared that most of the affected records appear to have been brought into Sierra from Horizon.

V. Roberts (Rhineland) moved to accept [the recommendation](#) as presented, seconded by T. Hall (Loyal). Motion carried.

Additional Cataloging and Database News

None to report.

Aspen Appetizer- Lists

K. Zimmermann (WVLS) shared tips for using the lists feature in Aspen Discovery.

Sierra Snack – Templates

R. Metzler (WVLS) shared the benefits of using record templates in Sierra. It was noted that libraries can create and edit their own record templates, or request assistance from WVLS.

Other Sierra Topics:

K. Roesler noted that she is now the contact for billing for MCPL.

Request for Agenda items:

H. O'Hare (Tomahawk) asked if the Cooperative Circulation committee could discuss the standard for purchasing multiple copies of the same title.

Upcoming meetings and trainings

A list of upcoming meetings and trainings was shared with the Council.

Adjournment:

H. O'Hare (Tomahawk) moved to adjourn, seconded by L. Petersen (Owen). Motion carried. Meeting adjourned at 11:46 a.m.