Exhibit 12

V-Cat Council Meeting

Thursday, June 2, 2022
9:30am – 12:00pm

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

This meeting will be held at the WVLS office. A limited number of seats are available. Anyone who wishes to attend in person is asked to reserve a spot by contacting Katie Zimmermann at ils@wvls.org by Tuesday, May 31st. Attendance in person is not required.

Following the meeting in person attendees are welcome to gather for lunch (details are yet to be determined). 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, Jenny Jochimson)

1. **Roll Call** (Meeting Facilitator, ILS Administrator, Katie Zimmermann)

2. **Consent Agenda** (Chair)
   a. Review Consent Agenda Items
      i. Approval of Agenda
      ii. Approval of Previous Meeting Minutes: April 2022
   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 March - April 2022 Financial Report (ILS Administrator)
   b. **Action**: Acceptance of March - April 2022 Financial Report (Chair)

4. **Committees**
   a. **Bibliographic and Interface Committee** (Committee Member, TBD)
      i. Report
      ii. Recommendation: Revised On order and pre-publication records recommendation
      iii. **Action:** Approve Revised On order and pre-publication records recommendation

    b. **Cooperative Circulation Committee** (Committee Member, Kitty Roesler)

        i. Report

    c. **ILS Evaluation and Review Committee** (Committee Chair, Alexander Johnson)

        i. Report

5. **Proposed 2023 V-Cat Budget**

    a. Review Proposed 2023 V-Cat Budget (ILS Administrator)

    b. **Action:** Approval of Proposed 2023 V-Cat Budget (Chair)

Break – 15 minutes

6. **Aspen Discovery Layer Report** (ILS Administrator & ILS Support Specialist, Rachel Metzler)

7. **V-Cat Training Report** (ILS Administrator & ILS Support Specialist)

8. **Report of the ILS Admin** (ILS Administrator)

    a. **LSTA Grant Opportunities**

    b. **Other Items to Report**

9. **Report of ILS Support Specialist** (ILS Support Specialist)

    a. **V-Cat Database Maintenance Report**

    b. **V-Cat Cataloging Report**

10. **Aspen Appetizer – Searching for items available on the shelf at the library**

11. **Sierra Snack – Notices**

12. **Other V-Cat Topics** (V-Cat Council Representatives)

13. **Request for items to include on the next meeting agenda** (Chair)

14. **Upcoming Meetings**

   V-Cat ILS Evaluation and Review Committee Meeting – Thursday, June 9 from 9:30 – 11:30
   V-Cat Bibliographic Control and Interface Committee Meeting – Tuesday, July 12 from 10 am – Noon
   V-Cat ILS Evaluation and Review Committee Meeting – Thursday, July 14 from 9:30 – 11:30
   V-Cat Cooperative Circulation Committee Meeting – Friday, July 8 from 10 am – Noon
   V-Cat Steering Committee Meeting – TBD in August
   V-Cat Bibliographic Control and Interface Committee – Tuesday, August 2 from 10 am – Noon
   V-Cat ILS Evaluation and Review Committee Meeting – Thursday, August 11 from 9:30 – 11:30
   V-Cat Cooperative Circulation Committee Meeting – Friday, August 12 from 10 am – Noon
   V-Cat Council Meeting – Thursday, September 1 from 9:30 am – Noon

15. **Action:** Adjournment (Chair)

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

Remote Meeting Connection Information

   Remote Meeting Link: https://meet.goto.com/826279069
   Dial in: 1 (669) 224-3412
   Access Code: 826-279-069

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

If you are unable to attend this meeting, please notify Katie Zimmermann by email: ils.admin@wvls.org **by the end of day Wednesday, June 1, 2022**. Proxy assignment notifications must be made prior to the start of the meeting but to ensure notifications are expressly documented and noted, please make best effort to submit by email to both Katie Zimmermann (ils.admin@wvls.org) and Jenny Jochimson (director@abbotsford.lib.wi.us) **by the end of day Wednesday, June 1, 2022**.

Any person planning to attend this meeting who needs special accommodations in order to participate, including toll-free access, should notify the WVLS office by emailing cio@wvls.org

Call to Order and Announcements:
Chair J. Jochimsen (Abbotsford) called the meeting to order at 9:31 am.

Members Present in Person:
J. Jochimsen (Abbotsford), D. Frandrup (Antigo), E. Brewster (Three Lakes), S. Bedroske (Dorchester), M. Handel (Medford), T. Hall (Loyal), K. Roesler (MCPL) with C. Luebbe (MCPL) designated as proxy if needed, J. Zellers (Merrill), and H. O'Hare (Tomahawk).

Members Present via Go To Meeting:
V. Calmes (Colby), L. Renel-Faledas (Crandon), F. Albrecht (Laona), K. Heiting (Granton), P. O'Connell (Minocqua), J. Ziebell (Neillsville), L. Petersen (Owen), V. Roberts (Rhinelander), T. Blomberg (Rib Lake), C. Soderstrom (Thorp), C. Lemerande (Wabeno), R. Ludvigsen (Gilman), and B. Hardin (Withee).

Also Present in person:
M. Stachowiak (MCPL), C. Luebbe (MCPL) proxy for K. Roesler (MCPL), A. Johnson (MCPL) arriving for the ILS Evaluation Committee Report, R. Metzler (WVLS), J. Klingbeil (WVLS), and M. Sepnafski (WVLS).

Also Present via Go To Meeting:
J. Kinney (MCPL) and K. Zimmermann (WVLS).

Members Absent:
A. Brill (Greenwood), C. Huston (Stetsonville), and M. Highfill (Westboro).

Approval of the Agenda and April 7, 2022, minutes:
D. Frandrup noted a typo on page 3 should be changed from "…concluded hat …" to "…concluded that …".

E. Brewster (Three Lakes) moved to approve the agenda and minutes with the typo corrected, seconded by S. Bedroske (Dorchester). Motion carried.

During the Bibliographic / Interface Committee report, it was discovered that the year was incorrect on the agenda for the financial reports. It is printed as 2021 and should be 2022.

E. Brewster (Three Lakes) amended her motion to accept the agenda with the updated year and the minutes with the corrected typo. . Bedroske (Dorchester) seconded. Motion carried.

V-Cat Financial Report:
The financial reports for March and April 2022 were presented to the Council. There was no discussion.

E. Brewster (Three Lakes) moved to approve the reports, seconded by T. Hall (Loyal). Motion carried.

Bibliographic / Interface Committee:
R. Metzler (WVLS) reported on behalf of the Bibliographic / Interface Committee.

The Committee met last on May 3, 2022. During this meeting the Committee discussed record grouping in Aspen. It was decided that a work group be created to address grouped records that need improvement. This work will suit staff who are at the desk working with patrons. The initial work will review classic fiction titles. We know that there are some problems within classics because there are so many editions of classics. We're also seeing a few problems between print editions and the OverDrive edition. Sometimes the OverDrive edition has a subtitle that the print edition does not, so it is not automatically grouped. Anyone interested in participating should let WVLS staff know.

The Committee also discussed uploading cover images to Aspen. A procedure has been completed. It will be introduced later in the meeting during the Aspen update.

The Committee reviewed the Forthcoming Fiction list. Until recently, the staff at Merrill and Antigo maintained the list by editing a bib record in Sierra, which was then linked in the classic catalog. Going forward, the Committee would like to employ the assistance of a workgroup to cultivate and create a list in Aspen to populate a browse category. Library staff who order materials are best suited for this workgroup, and anyone with an interest should contact WVLS staff. Staff at Rhinelander have started this process and have a browse category on its Aspen page. This new workgroup will continue the work that Rhinelander started.

The Committee discussed OverDrive records in Sierra for the past few meetings. The process for loading these records into Sierra has meant that our holdings were never up to date. Additionally, the records were not always to our standards but the volume of them meant they could not thoroughly be checked for errors before loading. With the API available in Aspen, the collection is always up to date. The Aspen API also allows patrons to manage their holds and checkouts in OverDrive from their patron accounts. The Committee asked for feedback from library staff and received very little. Because of this and because Aspen allows the patron to interact with these holdings in a better way, the Committee approved the removal of these records from Sierra. R. Metzler (WVLS) has removed 86,000 OverDrive bib records. It's great timing, because it shrinks the size of our collection before we go to the RFI process for the ILS evaluation. If a library has concerns about this, they should reach out to R. Metzler (WVLS).

A few Committee members shared concern that their staff may miss having access to OverDrive records in Sierra. R. Metzler (WVLS) responded that if staff are missing these records to please reach out.

It was noted that searching Sierra may no longer be the one step that staff need to take while helping patrons. R. Metzler (WVLS) explained that WVLS staff believe Aspen to be a better searching experience than Sierra and encouraged library staff to try it for their searches for patrons.

R. Metzler (WVLS) also noted that she removed all records of Gale Courses from Sierra. They are side loaded into Aspen for patrons to discover.

Next the Committee discussed the inclusion of French language subject headings in OCLC bib records. OCLC recently added French language subject headings in addition to Library of Congress subject headings to bib records in its database. The Bib Committee concluded that French subject headings are not particularly useful to our population and will be looking at ways to have them automatically removed either when they come into the V-Cat catalog or during the Backstage process.

Recommendation from Bib Committee: an update to the On Order and Prepublication Records Recommendation.

Bibliographic and/or item records may be created after items have been ordered.

Records for books and audiobooks: up to 6 months prior to anticipated publication.

Records for all other material types: up to 3 months prior to anticipated publication.

When a library places an on-order item record into Sierra, they will NOT make this a high demand item. (per V-Cat High Demand Items Recommendation)

When the physical item is cataloged, a new item record should be created.

Item records representing items on order, "dummy item records," should be deleted when the physical item is cataloged.

The Committee wanted to emphasize that on-order item records should not be set to a high demand itype and added that language to the existing recommendation. Additionally, a new item record created at the time of receipt is vital for Aspen browse categories to work correctly and will assist the process of updating high demand items.

A Council member asked whether the hold list will be affected when a new item is created. R. Metzler (WVLS) assured the Council that the holds will stay as they are because they are bib level holds.

A Council member asked how to delete the on-order item record. R. Metzler (WVLS) suggested to the Council that using the same method used for all other deleted items will work. Members were requested to add a 'd' in item code 2 and a 'k' in status.

A Council member asked what will happen with deletes at the end of year and if un-deleted order items would be included in the year-end total. R. Metzler (WVLS) noted that it could occur that un-deleted order records might be added to the end of year total. It was suggested that a second, late-month deletion process occur in December to catch as many items as possible.

Discussion continued about other on-order records that would be added late in the year for publication dates early the following year. R. Metzler (WVLS) confirmed that if the order record exists in Sierra as an item record, it will be counted as an item in year-end totals. A Council member noted that it could be considered as such because that was the year the money was committed to the item.

D. Frandrup (Antigo) moved to accept the recommendation as written, seconded by K. Roesler (MCPL). Motion carried. This recommendation can be accessed on the V-Cat Guidelines page of the WVLS website.

Cooperative Circulation Committee Report:
Committee member K. Roesler (MCPL) reported on behalf of the Cooperative Circulation Committee.

During its meeting on May 13, 2022, the Committee discussed possible projects. The Committee plans to look at patron records, which libraries are charging processing fees, and what practices libraries are following for converting juvenile accounts to adult. The Committee plans to send surveys out to gather information.

Additionally, the Committee discussed creating templates for create lists queries. This way everyone can use a basic saved search for certain tasks and change needed fields. The Committee will be looking at patron record fields, potentially standardizing the library card application.

The Committee plans to look at the use of item statuses, which statuses library staff use and for what purpose.

Also, the Committee will be looking the high demand procedure, standardizing fines, and check out limits.

To ensure the Committee gets as much feedback as possible, K. Roesler (MCPL) reminded Council members to respond to surveys sent by the Committee and to talk to their county rep on the Committee.

ILS Evaluation and Review Committee:
Chair A. Johnson (MCPL) report on behalf of the Committee.

The Committee met in May. The request for information document was sent to Council members to solicit feedback. The Committee is nearly ready to send out the RFI to five vendors for consideration of six different products. The products the Committee is considering are Innovative's Sierra, Innovative's Polaris, SirsiDynix's Symphony, The Library Corporation's Carl X, Koha supported by Bywater, Evergreen supported by Equinox and Evergreen supported by MOBIUS/MOSS.

The Committee sent a draft Request for Information document to the Council including the extensive list of information being requested from these vendors. It was noted that V-Cat is fortunate to be guided by other systems in the state going through a similar process and that the Committee is on tract to meet its 2024 deadline.

Proposed 2023 V-Cat Budget:
The proposed 2023 V-Cat budget was presented to the Council.

K. Zimmermann (WVLS) noted that the draft budget presented was the same as the draft budget document presented during the April meeting.

The budget for 2023 is a 5% increase over the 2022 budget. K. Zimmermann (WVLS) explained that when actual amounts were known, they were used. If an estimate was needed a 3% increase from 2021 to 2022 was used and a 5% increase from 2022 to 2023 to populate the amount for that line item.

A Council member asked if the increase in the ecommerce fees line item was due to the switch to PayPal. K. Zimmermann (WVLS) confirmed that this was the case. It was budgeted generously in anticipation that the change to Aspen may cause more people to pay fines online. R. Metzler (WVLS) clarified that PayPal is more expensive than the former ecommerce provider and reminded the Council that the amount WVLS reimburses libraries is for the entire payment.

A discussion occurred about the possibility of raising the minimum online fine payment. Council members agreed that data for online fine payments could be gathered for a future meeting.

D. Frandrup (Antigo) moved to approve the 2023 V-Cat Budget as presented, seconded by S. Bedroske (Dorchester). Motion carried.

The Council took a break. After the return from break it was noted that K. Roesler (MCPL) had to leave and that C. Luebbe (MCPL) was now her proxy as designated prior to the start of the meeting.

Aspen Discovery Layer Report:
K. Zimmermann (MCPL) reported about several Aspen related topics.

- There is an alternative 'v' down arrow at the bottom of browse categories available. Merrill is already using this arrow. WVLS intends to update all sites to this new style over time. Members were encouraged to reach out to WVLS if they did not want this change made to their library's Aspen site.
- Some discrepancies of search results within MCPL branch locations' local collection toggle have been observed. This was expected to be fixed with the following week's Aspen update.
- WVLS staff discovered that if a stray space is at the end of a patron barcode in the Sierra patron record, patrons were unable to login to Aspen. This was expected to be fixed with the following week's Aspen update.
- If a member library uses the ILL module in Sierra (Merrill and MCPL), those titles are now appearing in the My Account Checked Out list in Aspen.
- WVLS staff have paused transitioning the Classic catalog link to the generic WVLS Aspen catalog due to more urgent priorities.

- EBSCOhost integration was in progress with Aspen.

R. Metzler (WVLS) reminded the Council of a known bug between Sierra and Aspen when the patron account is open in Aspen and the patron attempts to pay a fine via Aspen. The funds are collected, but the fine will not be marked as paid in Sierra. Instead, the patron will receive a message which reads "Unable to process your payment. Please see the library with your receipt." R. Metzler (WVLS) acknowledged that this is vague and that she will be pursuing a clearer message for patrons. R. Metzler (WVLS) concluded by stressing that all patron accounts should be closed promptly, especially if the user is attempting to pay online.

R. Metzler (WVLS) updated the Council on adding cover images to Aspen. WVLS staff met with Dr. Tomas Lipinski, a professor, librarian, and lawyer, who specializes in copyright law. He concluded that we would be within Fair Use guidelines if we upload our own images to Aspen. A procedure was shared with the Council on the process and can be found on the Aspen Implementation page of the WVLS webpage.

R. Metzler (WVLS) reminded the Council about the creation of two Aspen related workgroups, Forthcoming Fiction List and Grouping Records would be starting up soon and expressed hope that member library staff would be interested in joining.

K. Zimmermann (WVLS) reminded the Council that the Aspen Projects in Progress spreadsheet was available on the Aspen Implementation page of the WVLS webpage.

V-Cat Training Report:
R. Metzler (WVLS) reported that both K. Zimmermann (WVLS) and R. Metzler (WVLS) registered for the Innovative Users Group conference and have access to those sessions.

Both K. Zimmermann (WVLS) and R. Metzler (WVLS) attended a "1-2-3 Steps to Clean Up Your Sierra Database" training on April 5 and 6, and learned of a few new projects to clean up records in Sierra.

The Council was reminded that training sessions can be scheduled upon request and to reach out to WVLS staff with suggestions. WVLS staff was in the process of scheduling an Aspen training for genealogy and local history resources.

Report of the ILS Admin:
LSTA Grant Opportunities
WVLS is participating in two LSTA grants for improved discovery solutions.

R. Metzler (WVLS) shared that a Cooperative Cataloging grant application is an effort of many library systems in the state. If awarded, the intention is to survey the systems very thoroughly on their processes and terminology regarding cataloging. Additionally, the goal would be to develop some best practices for both collaborative cataloging and centralized cataloging that can be applied throughout the state. Finally, this grant seeks to query discovery layer vendors to assess what type of record data would lend itself to a statewide discovery layer. It was noted that this grant fits into the overarching goal of PLSR. The WVLS board of trustees has approved WVLS's participation.

K. Zimmermann (WVLS) reported on a second improved discovery solutions grant for exploring a Joint ILS Consortium with Northern Waters Library System (NWLS). As established partners in LEAN WI, this grant would explore the value and feasibility of having a joint ILS. The ILS Administration teams at both NWLS and WVLS have been meeting periodically to consider the project and to build on the foundation established with the Project WIN initiative when NWLS, IFLS, and WVLS considered a shared ILS between the three systems.

K. Zimmermann (WVLS) stated that the timing was right to investigate this possibility because there were grant funds available to cover the cost of an exploration this year, and possible grant funds to assist with the cost of migrating to a joint ILS in the future. A joint ILS would increase library users' access to more materials from more libraries across a larger geographical region and may provide a better value for ILS software and administration.

Furthermore, the timing was good because both NWLS and WVLS were currently looking at alternative ILS products. With the ability to have more add-on products or value-added services, there would be potential for an improved patron experience. Also, an ILS merger may provide each system's member libraries with increased support, especially during times of unpredictable staffing. Participation in this grant was approved by the WVLS Board.

A Council member asked how this grant might affect the LEAN WI partnership. J. Klingbeil (WVLS) answered that he did not believe it would have a significant effect on the partnership.

Other Items to Report

K. Zimmermann (WVLS) reported that WVLS intends to discontinue the classic catalog. There were a few changes to the patron interface that Aspen needed to first complete.

K. Zimmermann (WVLS) reported she was working on a large batch of location code requests.

K. Zimmermann (WVLS) reminded the Council about some aspects of Sierra that are customizable based on login. For example, WVLS staff can assist with changing paging lists to include barcode, if desired. Additionally, the menu display can be updated.

A Sierra holds review and a Sierra circulation review with Innovative was being planning.

K. Zimmermann (WVLS) updated the Council of the OverDrive patron card merge effort. OverDrive can look at a patron record number so staff will no longer need to update patron barcode information in OverDrive. However, when the ILS is down, patrons will not be able to access OverDrive. Council members expressed support for the plan to use a patron record number in OverDrive.

Report of the ILS Support Specialist:

R. Metzler provided the report of the ILS Support Specialist

V-Cat Database Maintenance Report

R. Metzler (WVLS) shared that database maintenance occurred two weeks prior to the meeting. In addition to the regular maintenance, 86,000 OverDrive records were removed.

R. Metzler thanked the Council for their work while preparing item records for removal from the system as there were not many to follow up on.

V-Cat Cataloging Report

R. Metzler (WVLS) reported that the Subject Heading Project was nearing completion. Those that outsourced their work would soon receive an invoice.

R. Metzler (WVLS) noted that the next large cataloging clean-up project would be bib records with problem diacritics.

A Council member asked if the cataloging partnership will continue. R. Metzler (WVLS) noted that this partnership was a COVID related effort and that it may end this year. WVLS had not yet decided on this.

Aspen Appetizer – Searching for items available of the shelf at the library

K. Zimmermann (WVLS) reminded Council members of the importance of using both the 'Available At' and 'Format' filters when searching for items available on the shelf at the library.

Sierra Snack – Notices

K. Zimmermann (WVLS) reminded the Council about the Notices workflows in Sierra and Shoutbomb.

Other Sierra Topics:

D. Frandrup (Antigo) was thanked for his work with V-Cat and V-Cat Committees.

J. Zellers (Merrill) introduced herself to the Council.

No other topics were discussed.

Request for Agenda items:

None

Upcoming Meetings:

A list of upcoming meetings was shared with the Council.

Adjournment:

S. Bedroske (Dorchester) moved to adjourn the meeting, seconded by D. Frandrup (Antigo). Motion carried. Meeting adjourned at 11:38 am.

SUBMITTED: 8/8/2022 R. METZLER, RECORDER