



V-Cat Steering Committee Meeting

Thursday, March 17, 2022

2:00 - 4:00 pm

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

Meeting Minutes

Meeting was called to order at 2:01 pm (Chairperson, Thomas Bobrofsky)

Members Present (* attended remotely):

T. Bobrofsky, E. Grunseth, P. Pechura*, M. Sepnafski, K. Zimmermann, D. Frandrup*, L. Giordano, J. Zellars*, P. O'Connell*, A. Brill* (arrived at 2:07).

Members Absent: P. Knuth, C. Lemerande

Others present: None

2. Action: Approval of Agenda

T. Bobrofsky requested a change to the agenda to place 5.b. Recommendation: 2023 V-Cat Budget Draft before 5. a. Presentation: Alternative methods for calculating V-Cat members' budget shares.

D. Frandrup moved to approve the agenda with the suggested change. Seconded: E. Grunseth. Motion carried.

3. Action: Approval of Previous Meeting Minutes: March 18, 2021

Moved: L. Giordano. Seconded: P. Pechura. Motion Carried.

4. V-Cat Projects and Planning Summary

a. Review: V-Cat Strategic Plan (Katie Zimmerman)

K. Zimmermann gave a brief overview of the V-Cat Strategic Plan for 2021-2023, available on the V-Cat Resources and Documents page of the WVLS website (<https://wvls.org/v-cat-resources-and-documents/>) and highlighted the priority project areas:

- Collaborate with member libraries to streamline the database for ease of management, training, and consistency for library users.
- Implement Aspen Discovery and work with member libraries to use the new interface to its full potential.
- Explore other Integrated Library Systems / Library Service Platforms and their viability for V-Cat.
- Refine current processes used to generate reports from Integrated Library System data.

Regarding streamlining the database for consistency for library users, a suggestion was made that V-Cat look into standardizing the number of items (by type of material) that can be checked out at one time across all libraries/locations.

5. V-Cat Budget

b. Recommendation: 2023 V-Cat Budget Draft

K. Zimmermann presented a draft 2023 V-Cat Budget including the breakdown of annual V-Cat maintenance with past years' budgets, and appropriations plan.

- WVLS estimates that approximately \$223,461.83 of V-Cat expenses will be subsidized by WVLS, not including equipment, supplies, rent or insurance.
- WVLS anticipates that conferences and continuing education will be in person in 2023.
- Special projects will be reduced, after paying for Aspen implementation and record improvements from Backstage.
- The Hardware and Equipment Maintenance has increased
- Ecommerce Fees are increased as a precautionary measure to allow for unknown additional costs with the change to Aspen and PayPal for ecommerce payments.
- The proposed 2023 V-Cat Budget is a 5% increase over the 2022 V-Cat Budget.

K. Zimmermann presented the proposed 2023 V-Cat Annual Maintenance Shares and gave an overview of the way share amounts are calculated based on libraries' circulation and holdings relative to the total V-Cat circulation and V-Cat holdings. It was noted that in the 2023 budget, one cent was added to the Wabeno share to balance the total amount.

T. Bobrofsky briefly explained the budget process, stating that the Steering Committee makes a recommendation to send the draft budget to the V-Cat Council for approval. Once the V-Cat Council approves **the V-Cat** budget, it goes to the WVLS Board of Trustees for approval. The process starts early so that libraries have information prior to the beginning of the library / municipal budget cycle.

1. Discussion and Action: Present draft 2023 Budget to V-Cat Council

P. Pechura moved to recommend the draft budget to the V-Cat Council. Seconded: E. Grunseth. Motion carried.

a. Presentation: Alternative methods for calculating V-Cat members' budget shares

K. Zimmermann shared that one of the things considered when preparing the budget each year is each library's costs for ILS maintenance and for ILS administration. The anticipated ILS software cost for a small library in 2023 is approximately \$1200. WVLS is able to estimate the amount paid for a small library each year with information gathered when Wabeno joined V-Cat in 2019. WVLS staff are considering whether there is a way to account for this base amount in the way that the V-Cat budget shares are calculated.

Some library systems in Wisconsin include a base cost per location in their ILS maintenance fees and calculate the shares on top of that amount. Using the draft 2023 V-Cat budget figures and a base amount for each library were presented for the Committee's consideration:

- A flat base fee paid by each library plus share calculated with the current funding formula (similar to the models in use at Northern Waters Library System and Outagamie Waupaca Library System's Network (OWLSNet))
- A flat base fee paid by each library for each location plus share calculated with the current funding formula
- A base fee calculated as ten percent (10%) of the total V-Cat budget paid by each library plus share calculated with the current funding formula
- A base fee calculated as ten percent (10%) of the total V-Cat budget paid by libraries for each location plus share calculated with the current funding formula (similar to the models in use at Winding Rivers Library System and South Central Library System)

K. Zimmermann stressed that the presentation of sample funding models was for informational purposes to begin a conversation about whether a base fee could be beneficial. K. Zimmermann noted that when managing the ILS there are many settings and tables that are duplicated for each location, even if those locations are part of the same library. For example, one of Antigo's branch locations has the same number of settings as one stand-alone library in Sierra. A change in ILS settings for Marathon County libraries requires nine changes – once for each location. A branch location often requires the same amount of maintenance as a standalone library. Some products and services from vendors include pricing by the number of locations, not just the number of institutions.

Committee members observed that applying a base fee in the funding formula could potentially reduce the cost for larger libraries and increase the cost for smaller libraries. It was noted that libraries may need time to adjust to budget changes, and that it may be possible to phase in base fees over several years. K. Zimmermann shared a model to show what costs to libraries could look like if a base amount in the funding formula were to be phased in over multiple years.

Questions were raised about the process of making a change to budget calculations. Consensus was to have WVLS staff bring one or two recommendations for changes to the V-Cat Steering Committee for consideration. Then, if warranted, the Committee could discuss potential models further and offer a recommendation to present the V-Cat Council.

A committee member recommended that WVLS staff include a plain language description of what the base fee includes or covers.

K. Zimmermann noted that some consortia weight collection size and circulation differently or apply other factors. Since the formation of the V-Cat Consortium, the current formula - libraries' circulation and holdings relative to the total V-Cat circulation and V-Cat holdings - has always been used.

A comparison of V-Cat maintenance shares in 2021 with libraries' 2021 operating expenditures was presented. Data indicated that member libraries' contributions to V-Cat generally ranged between 2-3% of their operating expenditures.

It was noted that changes to the funding model could affect libraries' weighted votes. Weighted votes are based on a three-year average of V-Cat shares plus any additional percent added for net lending.

K. Zimmermann indicated that other models could be considered as well and requested that V-Cat Steering Committee meet again to provide feedback on potential models. Timelines were discussed, including the ILS Evaluation and Review process and what would be needed to have any changes ready to present to V-Cat between February and April of 2024.

6. Request for items to include on the next meeting agenda

WVLS staff will send out a poll to determine the next Committee meeting date. The meeting likely will be in August 2022.

7. Upcoming Meetings

V-Cat Council Meeting - Thursday, April 7 at 9:30 am

V-Cat ILS Evaluation and Review Committee Meeting - Thursday, April 14 at 9:30 am

V-Cat Bibliographic Control and Interface Committee Meeting - Tuesday, May 3 at 10:00 am

V-Cat ILS Evaluation and Review Committee Meeting - Thursday, May 12 at 9:30 am

V-Cat Cooperative Circulation Committee Meeting - Friday, May 13 at 10 am

8. **Action:** Adjournment

Moved: E. Grunseth Seconded: P. O'Connell. Motion carried.
Meeting Adjourned at 3:01 p.m.

DRAFT