Call to Order and Announcements:
V-Cat Council Chair, J. Jochimsen (Abbotsford), called the meeting to order at 9:30 am.

Members Present in WVLS Office: J. Jochimsen (Abbotsford), E. Brewster (Three Lakes), S. Bedroske (Dorchester), K. Roesler (MCPL), P. O'Connell (Minocqua), M. Handel (Medford), L. Ollhoff (Merrill), J. Ziebell (Neillsville), V. Roberts (Rhinelander), and H. O'Hare (Tomahawk).

Members Present Via Go To Meeting: A. Demlow (Antigo) left at 12:04 pm, L. Renel-Faledas (Crandon) joined at 11:17, R. Ludvigsen (Gilman), K. Heiting (Granton) left at 11:51 am, C. Huston (Stetsonville) left at 11:59 am, T. Hall (Loyal), L. Petersen (Owen), T. Blomberg (Rib Lake), C. Lemerande (Wabeno), M. Highfill (Westboro), and B. Hardin (Withee) left at 12:04 pm.

Also Present: C. Luebbe (MCPL), A. Hansen (Three Lakes), K. Zimmermann (WVLS) were present in the WVLS office, J. Kinney (MCPL), E. Marzhan (Merrill), and R. Metzler (WVLS) were present via GoToMeeting.

Members Absent: V. Calmes (Colby) with S. Bedroske (Dorchester) as proxy, A. Brill (Greenwood), C. Soderstrom (Thorp), and F. Albrecht (Laona).

Approval of the Consent Agenda:
V. Roberts (Rhinelander) moved to approve the consent agenda as written, seconded by P. O'Connell (Minocqua). Motion carried.

V-Cat Financial Report:
E. Brewster (Three Lakes) moved to approve the V-Cat financial report as presented, S. Bedroske (Dorchester) seconded. Motion carried.

R. Metzler (WVLS) updated the Council on the expenses for e-commerce and the new plan to pay twice a year (June and December) going forward. For 2023, Council members will see an expense in February to PayPal for 2022 expenses, and the payments to PayPal in June and November for 2023. The contract with Merchant e-Soluions, the processor from the classic catalog, will be closed during the second week of February 2023. Closing during this week allows for no early termination fees.

A 2023 revised appropriations plan was presented to the Council by K. Zimmermann (WVLS). E. Brewster (Three Lakes) moved to approve the plan as presented, seconded by K. Roesler (MCPL). Motion carried.

Committee Reports:

Nominating Committee:
V-Cat Chair, J. Jochimsen asked for volunteers to join her to form a V-Cat Nominating committee. Volunteers S. Bedroske (Dorchester), H. O'Hare (Tomahawk), E. Brewster (Three Lakes), and J. Jochimsen (Abbotsford) formed the Nominating Committee.

Bibliographic and Interface Committee Report:
Committee Chair C. Luebbe (MCPL) shared a written report of committee activity with the Council.

Cooperative Circulation Committee Report:
K. Zimmermann (WVLS) presented a written report to the Council on behalf of Committee Chair L. Renel-Faledas (Crandon).

There was considerable discussion about high demand item types and serving patrons. Library staff are encouraged to contact other libraries when a local patron would like to access a high demand item at another library. The WVLS Library Directory, found on the WVLS webpage, lists circulation contacts for each library. Overall Council members expressed openness to granting access and were reminded to communicate with staff about how to handle this type of request consistently.

ILS Evaluation and Review Committee Report:
K. Zimmermann (WVLS) presented a written report to the Council on behalf of Committee Chair A. Johnson (MCPL).

Break
During the break, the Nominating Committee met to select a candidate for V-Cat Council Chair Elect. K. Zimmermann (WVLS) also attended the Nominating Committee meeting to assist as needed.

Election of the 2023 V-Cat Chair Elect:
The V-Cat Nominating Committee nominated J. Ziebell (Neillsville) as V-Cat Council Chair Elect. S. Bedroske (Dorchester) moved to approve the nomination, seconded by M. Handel (Medford). Motion carried.

2023 V-Cat Committee Membership:
K. Zimmermann (WVLS) shared 2023 committee membership with the Council.

NICE (Northern Wisconsin ILS Consortium Exploration) Project Report:
K. Zimmermann (WVLS) presented a NICE Project report to the Council.

K. Zimmermann (WVLS) reminded the Council that WVLS staff believe there are benefits to working together. The NICE project is a feasibility study to take a closer look at what the benefits are, and what working together might look like.

The Public Library System Redesign multi-year study facilitated by the Wisconsin Department of Public Instruction indicated that merging Integrated Library Systems is a priority. The NICE Project is building on the work of Project WIN, a 2013-2014 merger investigation of the WVLS, IFLS Library System and NWLS ILS consortiums.

During the last Council meeting, a question was asked about who will make the decision about a merger. K. Zimmermann (WVLS) shared that the NWLS and WVLS Boards have final authority over merger decisions and will make the decision after careful consideration of our respective NWLN and V-Cat consortiums' recommendations.

K. Zimmermann (WVLS) also shared some highlights and features of the NICE Project website.

Report of the ILS Admin:
Presented by K. Zimmermann (WVLS)

Annual Reports
ILS data has been prepared for Annual Report worksheets and prefilled for libraries' annual reports. The WVLS team prepared V-Cat data for each library's holdings and circulation, including circulation across county borders and to nonresidents. A new method to identify categories for materials (Books, Audio, Video, Other, Other Noncirculating) was developed by K. Zimmermann (WVLS) and J. Klingbeil (WVLS).

Our conditions for counting/categorizing materials needed to be general enough to work for most libraries' collections. It is possible that a handful of items may be mis-categorized. We used notes from item types in use and expected behavior developed during loan rule changes to standard checkout periods as the basis for the conditions.

Collection Development
As a result of goals set during the V-Cat Collection Development meet up, WVLS sent libraries a list of materials over 10 years old and not checked out in the past 10 years. Choices about library collections are up to each individual library. The lists are intended to be a helpful tool. Marking records for deletion is an important step as it ensures an accurate collection count and prevents patrons and staff from looking for or requesting items that do not exist.

Council members shared their appreciation for the lists.

Database Clean Up
WVLS is considering record clean-up projects in preparation for a potential ILS migration and will be sending out other lists of records for clean-up in 2023.

Reports
Reports for high holds, high demand over 4 months and in transit will be sent out in the next week.

Minocqua Construction Project
It was shared that Minocqua's book drop and drive-up window closed for all of February. To best serve patrons during this time, due dates have been set for March 6. The time on the hold shelf has been extended as well. Staff at Minocqua will be manually checking things on this shelf to keep things moving. It is still okay to send things to Minocqua in courier.

Other Sierra updates
Three libraries will continue to charge **processing fees** on replacement bills assessed for unreturned items.

- Granton
- Medford
- Thorp

All other V-Cat libraries have discontinued processing fees. There may be some previously accrued fees on patron records.

WVLS staff requested that **Cover Images** be re-enabled in Sierra**.** The Content Café service from Baker and Taylor had multiple service interruptions last fall and caused Sierra to function extremely slowly and freeze. WVLS has also requested a quote for an alternative image source, Syndetics Classic.

Sierra 5.6 upgrade is available. (Released on 1/18/2023) WVLS plans to upgrade in March unless we become aware of an issue that would be problematic for libraries.

Sierra Idea Lab is migrating to a different platform – Idea Exchange. Ideas in Product Review or Future Possibilities at the end of February will be retained. The Innovative Users Group would like to migrate as many ideas as possible. Each idea needs a total of **50 views**, **40 votes**, and **10 comments** to get to Expert Review. Any Sierra user can participate! Libraries with an interest in participating in Sierra development requests process, were invited to go to idealab.iii.com and click on the link to create an account. For assistance, contact WVLS at help@librarieswin.org.

Aspen

Libraries using **Aspen Purchase Suggestions / Materials Requests** need to login and check Manage Requests periodically. There is not an email alert sent to notify staff when items are suggested. More details will be shared in today's Aspen Appetizer. If assistance is needed, please contact WVLS at help@librarieswin.org for a consultation.

Libraries may want to update **Aspen Browse Categories** to limit new materials features to titles published in 2022 and 2023. Email help@librarieswin.org for assistance.

Aspen app (known as Aspen LiDA) is on our project list for 2023. Information about Aspen LiDA may be found at https://help.aspendiscovery.org/usingaspenlida.

Shoutbomb

Emails about unsuccessful delivery of **Shoutbomb notices** are being sent directly to libraries. Updating the Shoutbomb processes to use the most current Shoutbomb code is on our project list for 2023.

V-Cat Steering Committee will meet in February or March to review priority project areas for the V-Cat strategic plan and a draft V-Cat budget for 2024. Please contact K. Zimmermann (WVLS) with any suggestions.

2022 V-Cat Top Ten will be prepared as part of the WVLS Statistics Booklet and presented at the April V-Cat Council meeting. The roll-out of Aspen was a shining star last year, as well as the collaborative efforts of libraries to work together on numerous projects!

V-Cat Training Report:

Presented by R. Metzler (WVLS)

R. Metzler (WVLS) shared the Spring 2024 V-Cat Training Schedule with upcoming training opportunities available to all V-Cat library member staff.

R. Metzler (WVLS) noted that a Fall training session has also been scheduled including an in-person workshop on October 5 at the WVLS office.

K. Zimmermann (WVLS) shared that the Fall trainings are yet to be determined and asked for suggestions from the Council.

Report of the ILS Specialist:

Presented by R. Metzler (WVLS)

V-Cat Database Maintenance occurred during the third week of January.

If interested, a deletions report is now available. This report shares the number of items deleted within a location code. Please send rmetzler@wvls.org an email to request a copy of this report.

Cataloging Update

Our representative at Backstage has sent back the sample of corrections to records with diacritical problems. After review, if the corrections are accurate and successful, the entire list of records will be sent for correction.

Cooperative Cataloging LSTA Grant

This is a grant process with several other library systems in the state to discover how cataloging is done, move towards consistent policies and definitions, and add inclusive headings to records. This

group will soon hold a focus group to collect qualitative data to gain an understanding of the cataloging practices in the state. R. Metzler (WVLS) plans to be in attendance.

Other V-Cat Topics:
K. Roesler (MCPL) mentioned that Marathon County changed to a new invoicing system. As a result, the financial department is behind on payments. Please have patience.

E. Brewster (Three Lakes) shared that Peter Kotarba created an inventory program and has used it to complete an inventory of the Demmer Library collection.

Recommendation Review – Damaged and Missing Pieces and Marking Damaged Items that Circulate:
K. Zimmermann (WVLS) shared a review of this procedure. A discussion occurred about this process.

Aspen Appetizer:
K. Zimmermann (WVLS) presented on materials requests in Aspen. Libraries were encouraged to reach out via help@libraries.org if they suspect their set up was not complete.

Sierra Snack:
K. Roesler (MCPL) demonstrated the process for clearing the expired hold shelf.

Request for Agenda items:
The draft 2024 V-Cat Budget will be presented at the next meeting.

T. Hall (Loyal) thanked E. Brewster (Three Lakes) and wished her and D. Frandrup (formally Antigo) the best!

Upcoming meetings:
A list of upcoming meetings was shared with the Council.

Adjournment:
J. Ziebell (Neillsville) moved to adjourn, seconded by S. Bedroske (Dorchester). Motion carried. Meeting adjourned at 12:05 pm.

SUBMITTED: 3/10/2023 R. METZLER, RECORDER