Exhibit 12

V- Cat Steering Committee Meeting

Wednesday, March 15, 2023
10:00 am - 12:00 pm

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

Meeting Agenda

Conversation and sound check for online attendees – 9:45 am

Call to Order – 10:00 am   (Chairperson, Thomas Bobrofsky)

1. **Roll call**   (Katie Zimmermann)

2. **Action**: Approval of Agenda   (Chairperson)

3. **Action**: Approval of Previous Meeting Minutes   (Chairperson)

4. **V-Cat Projects and Planning Summary** (Katie Zimmerman)
   a. **Review:** V-Cat Strategic Plan 2021-2023

5. **Revised 2023 V-Cat Appropriations Plan** (Katie Zimmerman)
   a. **Review:** Revised 2023 V-Cat Appropriations Plan

6. **Alternative methods for calculating budget shares** (Katie Zimmermann)
   a. **Report**

7. **2024 V-Cat Budget**
   a. **Recommendation**: 2024 V-Cat Budget Draft (Katie Zimmermann)
   b. **Action:** Present 2024 V-Cat Budget Draft to V-Cat Council (Chairperson)

8. **Request for items to include on the next meeting agenda**   (Chairperson)
   V-Cat Reserves Policy
   V-Cat Asset Allocation Policy
   V-Cat Strategic Plan 2024 - 2026

9. **Upcoming Meetings** (Chairperson)
   a. March 18, 2023 – WVLS Board of Trustees
   b. April 6, 2023 – V-Cat Council

10. **Action:** Adjournment (Chairperson)

Remote Meeting Connection Information

This meeting will be held at the WVLS office. Attendance in person is not required. Anyone UNABLE to attend in person is asked to notify Katie Zimmermann at ils.admin@wvls.org by Tuesday, March 14th.

Zoom Meeting Link:
https://us02web.zoom.us/j/86865417183?pwd=Q05iU3h0R3ZiZ1V5VUtZazZWejZvUT09

Dial in: +1 312 626 6799 US (Chicago) OR +1 646 931 3860 US
Meeting ID: 868 6541 7183
Meeting Passcode: 67581377

In the event of technical difficulties, the remote meeting arrangements may change. Committee members are asked to check their email for an updated meeting link or call 715-261-7250 for updated information.

Any person who needs special accommodations to participate should notify the WVLS office at 715-261-7250 or help@librarieswin.org.

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

V- Cat Steering Committee Meeting

Wednesday, March 15, 2023

10:00 am - 12:00 pm

Wisconsin Valley Library Service Meeting Room

300 First Street - Wausau WI, 54403

Meeting Minutes

Meeting was called to order at 10:00 am by Chairperson, Thomas Bobrofsky.

Members present (* attended remotely):
T. Bobrofsky, E. Grunseth, S. Ackerman, P. Pechura, M. Sepnafski, K. Zimmermann, A. Demlow*, L. Giordano, L. Ollhoff*, C. Lemerande*, V. Roberts, A. Brill*

Members Absent: None

Others Present: None

2. **Action**: Approval of Agenda
    P. Pechura moved to approve the agenda as written. E. Grunseth seconded. Motion carried.

3. **Action**: Approval of Previous Meeting Minutes
    E. Grunseth moved to approve the March 17, 2022 meeting minutes as presented. P. Pechura seconded. Motion carried.

4. **V-Cat Projects and Planning Summary** (Katie Zimmerman)
    a. **Review:** V-Cat Strategic Plan 2021-2023

K. Zimmermann reviewed the V-Cat Strategic Plan 2021-2023 available on the V-Cat Resources and Documents page of the WVLS website. She highlighted accomplishments in Priority V-Cat Project Areas:

Collaborate with member libraries to streamline the database for ease of management, training, and consistency for library users.

- Streamlined schedule and messaging for patron notices
- Standardized check out periods for most common library materials
- Subject headings added to all full bibliographic records
- Clarified cataloging guidelines
- Assisting libraries with purging of long expired patron records
- Ongoing record clean up

Implement Aspen Discovery and work with member libraries to use the new interface to its full potential.

- Great improvement to the online catalog interface for library users
- Grouped records that bring all formats of at title together
- Improved fine payment interface
- All libraries have their own customized site for better service to local patrons
- Tutorials provided for library users and staff

- Ability for libraries to promote their own collections and new materials online with browse categories and carousels
- Purchase suggestion integration

Explore other Integrated Library Systems / Library Service Platforms and their viability for V-Cat.
- Began the process in 2022 with a review of 6 vendors
- Encouraged all libraries to participate in the evaluation process
- Demonstrations open to all member library staff with follow up surveys
- Narrowed the product consideration to two vendors: Innovative Interface's Sierra and Koha supported by Bywater Solutions
- Began the Northern Wisconsin ILS Consortium Exploration (NICE) project feasibility study to assess the value and benefits of sharing an Integrated Library System with Northern Waters Library Network.

Refine current processes used to generate reports from Integrated Library System data.
- Partial automation of the monthly totals report
- Circulation of other items for DPI annual report
- Monthly item record related reports to libraries

K. Zimmermann outlined projects currently in progress in priority V-Cat Project areas

Collaborate with member libraries to streamline the database for ease of management, training, and consistency for library users.
- Record improvements – diacritical errors
- Patron record fields standardization and library card application standards
- Record clean up to prepare for a possible ILS migration
- Additional loan rule facets and patron blocks

Implement Aspen Discovery and work with member libraries to use the new interface to its full potential.
- Continue to improve materials format displays
- Continue to add custom cover images
- Continue to improve record grouping
- Continue to expand local history integrations
- Continue to assist libraries with purchase suggestion integration
- Aspen LiDA app implementation

Explore other Integrated Library Systems / Library Service Platforms and their viability for V-Cat.
- The V-Cat ILS Evaluation and Review committee continues to work towards a product recommendation.
- Continue to contribute to the NICE project to assess the feasibility study to assess the value and benefits of sharing an Integrated Library System with Northern Waters Library Network.

Refine current processes used to generate reports from Integrated Library System data
- Saved queries project to provide templates for libraries to run their own reports
- Further automation of monthly reports

K. Zimmermann highlighted three larger routine support projects for 2023:
- Minocqua drive up improvements
- MCPL Wausau Automatic Materials Handling / Check in sorter installation

- Shoutbomb text message notifications adjustments

5. **Revised 2023 V-Cat Appropriations Plan** (Katie Zimmerman)
   a. **Review:** Revised 2023 V-Cat Appropriations Plan
   K. Zimmermann shared the Revised 2023 V-Cat Appropriations Plan passed by V-Cat Council at the February 2 meeting.

   A question was raised about whether the current cap of $375,000 on the V-Cat Long Term Replacement Fund is still high enough. K. Zimmermann noted that this is a valid consideration, and that reviewing the policy is included as a suggested agenda item for a future meeting.

6. **Alternative methods for calculating budget shares** (Katie Zimmermann)
   a. **Report**
   K. Zimmermann gave an overview of the report provided to the board. A question was raised about whether changes to the shares formula would affect V-Cat weighted votes. K. Zimmermann indicated that there could be an impact on weighted votes, and that factor will need to be considered when reviewing potential funding models.

   Another question was raised about the impact of changes on small libraries. K. Zimmermann indicted that it will be important to consider whether funding models are equitable for libraries and budgets of all sizes when considering alternative formulas.

   A committee member asked if the size of library budgets were considered when shares were calculated. K. Zimmermann could not give exact numbers but indicated that when budget percentages were reviewed last year, most libraries' V-Cat Share amounts as a percent of their overall budget consistently fell within a few percent range.

7. **2024 V-Cat Budget**
   a. **Recommendation**: 2024 V-Cat Budget Draft (Katie Zimmermann)
   b. **Action:** Present 2024 V-Cat Budget Draft to V-Cat Council (Chairperson)

   K. Zimmermann presented the 2024 V-Cat Budget Draft including a full appropriations plan, the breakdown of annual V-Cat maintenance by fund, and calculation for individual library shares. It was noted that the budget is a 5% increase overall from the 2023 V-Cat Budget.

   Human Resources includes more than a 5% increase to move towards the V-Cat Participation Agreement goal of covering 100% cost of central site expenses.

   Although 2022 expenditures for Communications were below budget, WVLS anticipates possible increased costs due to changes in how patron notice preferences are managed.

   Maintenance and Supplies, Training and Travel and Memberships have less than a 5% increase as allocated funds were not fully used in recent years.

   Funds are not being collected for Special Projects, Long Term ILS Replacement Fund, Or Disaster Recovery/Contingency fund as the reserves do not need to be increased at this time.

   Hardware and Equipment Maintenance is slightly less than a 5% increase as this amount has been flat in recent years. However, J. Klingbeil has indicated that there may be a larger increase when an upcoming LEAN WI budget review is completed.

ILS Software Maintenance and Content Enhancement could change and possibly have a reduced annual increase if a new ILS contract is signed.

The current V-Cat cataloging utility is expected to increase at 5% a year. WVLS is looking into an alternative cataloging utility at a reduced cost.

A question was raised about what happens to funds when costs are reduced, and if it would be feasible to return any of the reserve funds back to libraries. K. Zimmermann indicated that this could be discussed when the committee reviews the reserves policy at a future meeting.

The 2024 V-Cat budget draft recommended by the V-Cat Steering Committee will be reviewed by the V-Cat Council in April. Final approval of a 2024 V-Cat budget draft by V-Cat Council is expected in June. Following V-Cat Council approval, a 2024 V-Cat Budget Draft will be presented to the WVLS Board of Trustees for review in August as part of the WVLS budget. The WVLS Board is expected to approve a comprehensive 2024 budget for WVLS in September.

Committee members thanked Zimmermann for well organized and clearly explained budget information.

E. Grunseth moved to present the Present 2024 V-Cat Budget Draft to V-Cat Council. A. Demlow seconded. Motion carried.

8. **Request for items to include on the next meeting agenda**   (Chairperson)
   The committee plans to meet again in September 2023 to discuss the V-Cat Reserves Policy, V-Cat Asset Allocation Policy and V-Cat Strategic Plan 2024 – 2026.

9. **Upcoming Meetings** (Chairperson)
   a. March 18, 2023 – WVLS Board of Trustees
   b. April 6, 2023 – V-Cat Council

10. **Action:** Adjournment (Chairperson)
    E. Grunseth moved to adjourn the meeting. L. Giordano seconded. Motion carried. Meeting adjourned at 11:02 am.