



# V-Cat Council Meeting

Thursday, September 7, 2023

9:30am – 12:00pm

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

*This meeting will be held at the WVLS office. Remote meeting connection information is available below. **Council members should contact Katie Zimmermann at [ils.admin@wvls.org](mailto:ils.admin@wvls.org) by Tuesday, September 5 to confirm attendance online or in person.***

*Following the meeting, in person attendees are welcome to gather for lunch. 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, Peggy O'Connell)

1. **Roll Call** (ILS Administrator, Katie Zimmermann)
2. **Consent Agenda** (Chair)
  - a. Review Consent Agenda Items
    - i. Approval of Agenda
    - ii. Approval of Previous Meeting Minutes: June 2023
  - 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 Financial Reports for May - July 2023 (ILS Administrator)
  - b. **Action:** Acceptance of Financial Reports (Chair)
4. **Committees**
  - a. **Bibliographic and Interface Committee** (Committee Chair, Chris Luebbe)
    - i. Report
  - b. **Cooperative Circulation Committee** (Committee Co-Chairs, Jenny Jochimsen & Virginia Roberts)
    - i. Report
    - ii. **Recommendation:** Updated V-Cat Damaged and Missing Pieces Guidelines
    - iii. **Action:** Approval of Updated V-Cat Damaged and Missing Pieces Guidelines
    - iv. **Recommendation:** V-Cat Billable Damage Guidelines
    - v. **Action:** Approval of V-Cat Billable Damage Guidelines

- c. **ILS Evaluation and Review Committee** (Committee chair, Alexander Johnson)
    - i. **Report and Appendices**
    - ii. **Recommendation**
- 5. **NICE (Northern Wisconsin ILS Consortium Exploration) Project Report** (ILS Administrator)
  - a. **Report:** NICE Project Report Presentation
  - b. **LSTA 2023-2024 Grant:** NWLS/WVLS Improved Discovery Solutions Joint ILS Consortium Exploration Grant

#### Break – 15 minutes

- 6. **Report of the ILS Admin** (ILS Administrator)
  - a. **Report**
  - b. **Recommendation:** Update to V-Cat Circulation Guideline on Overrides
  - c. **Action:** Approval of Updated V-Cat Circulation Guideline on Overrides Recommendation
- 7. **V-Cat Training Report** (ILS Administrator and ILS Support Specialist)
  - a. **Fall 2023 Training Schedule**
- 8. **Report of ILS Support Specialist** (ILS Support Specialist)
  - a. **Report**
  - b. **Recommendation:** Volume Field Recommendation
  - c. **Action:** Approval of Volume Field Recommendation
  - d. **Recommendation:** Updated Multi-Item Sets Recommendation
  - e. **Action:** Approval of Updated Multi-Item Sets Recommendation
- 9. **Recommendation Review** – Topic TBD (ILS Administrator)
- 10. **Aspen Appetizer** – Using the Audience search filter in Aspen  
(ILS Administrator and ILS Support Specialist)
- 11. **Sierra Snack** – Patron Blocks (ILS Administrator and ILS Support Specialist)
- 12. **Request for items to include on the next meeting agenda** (Chair)
- 13. **Upcoming Meetings** (Chair)
- 14. **Action:** Adjournment (Chair)

## Remote Meeting Connection Information

**Remote Meeting Link:**

<https://us02web.zoom.us/j/89153426577?pwd=TUdBM25ETWlZa2RUT0Q5V3N5dWx6dz09>

**Meeting ID:** 891 5342 6577

**Meeting Passcode:** 38655264

**Dial in:** 646 931 3860 OR 312 626 6799

Find your local number: <https://us02web.zoom.us/j/kdpCGpJMnr>

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

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

**Council members should contact Katie Zimmermann at [ils.admin@wvls.org](mailto:ils.admin@wvls.org) by the end of the day on Tuesday, September 5 to confirm attendance online or in person.**

Proxy assignment notifications must be made prior to the start of the meeting. To ensure notifications are documented and noted, please make an effort to submit by email to both Katie Zimmermann ([ils.admin@wvls.org](mailto:ils.admin@wvls.org)) and Peggy O'Connell ([director@minocqualibrary.org](mailto:director@minocqualibrary.org)) by the end of day Wednesday, September 6, 2023.

Any person planning to attend this meeting who needs special accommodations in order to participate, should notify the WVLS office at [help@librarieswin.org](mailto:help@librarieswin.org)

## V-Cat Council Meeting Minutes

Thursday, September 7, 2023, 9:30 a.m.



### Call to Order and Announcements:

Chair, P. O'Connell called the meeting to order at 9:30am.

### Members Present in WVLS Office:

J. Jochimsen (Abbotsford), S. Bedroske (Dorchester), M. Handel (Medford), K. Sabelko (MCPL), P. O'Connell (Minocqua), J. Ziebell (Neillsville), V. Roberts (Rhineland), T. Blomberg (Rib Lake), L. Ollhoff (Merrill), and R. Ludvigsen (Gilman).

### Members Present Via GoTo Meeting:

V. Calmes (Colby), L. Renel-Faledas (Crandon), P. Kotarba (Three Lakes), F. Albrecht (Laona), K. Heiting (Grant) leaving early at 11:30 a.m., A. Brill (Greenwood), C. Huston (Stetsonville), T. Hall (Loyal), L. Petersen (Owen) arriving at 10:00 a.m., C. Soderstrom (Thorp), H. O'Hare (Tomahawk), B. Hardin (Withee), A. Demlow (Antigo), and C. Lemerande (Wabeno).

### Also Present:

C. Luebke (MCPL), K. Zimmermann (WVLS), R. Metzler (WVLS), E. Marzahn (Merrill), and A. Johnson (MCPL).

**Absent:** M. Highfill (Westboro) with T. Blomberg (Rib Lake) as proxy.

### Approval of the Consent Agenda ([Exhibit 2ai](#) and [2aii](#)):

S. Bedroske (Dorchester) moved to approve the consent agenda, seconded by V. Roberts (Rhineland). Motion carried.

### V-Cat Financial Report ([Exhibit 3a](#)):

L. Ollhoff (Merrill) moved to approve the V-Cat Financial reports as presented, seconded by J. Jochimsen (Abbotsford). Motion carried.

### Committee Reports

#### Bibliographic and Interface Committee ([Exhibit 4ai](#))

Committee Chair C. Luebke (MCPL) shared highlights of committee activities included as a written report in the meeting packet.

#### Cooperative Circulation Committee ([Exhibit 4bi](#))

Committee Co-chair V. Roberts (Rhineland) reviewed the written report that was included in the meeting packet.

#### Recommendation ([Exhibit 4bii](#)): Updated V-Cat Damaged and Missing Pieces Guidelines

K. Zimmermann (WVLS) summarized the changes to this guideline.

J. Ziebell (Neillsville) moved to accept the recommendation as written, seconded by L. Ollhoff (Merrill). Motion carried.

#### Recommendation ([Exhibit 4biv](#)): Billable Damage Guidelines

V. Roberts (Rhineland) summarized the guideline for the Council.

A discussion occurred requesting a wording change to the motion that would replace the bolded "or" in the Old Items description to "and":

Old Items Item's TOT CHKOUT value is 11+ **or** item is 3 years old or more

K. Zimmermann (WVLS) clarified that library staff are always encouraged to talk to each other if a library wishes to charge for damage in a way that does not match the guidelines.

T. Blomberg (Rib Lake) moved to accept the recommendation with the wording change as discussed by the Council. L. Ollhoff (Merrill) seconded. Motion carried.

### **ILS Evaluation and Review Committee ([Exhibit 4ci Final Report and Appendices](#)):**

Committee Chair A. Johnson (MCPL) summarized the report provided and the committee's process and work. After a lengthy and detailed review, the committee recommends that WVLS and V-Cat use Sierra from Innovative. The committee recognizes that the V-Cat Council may wish to delay action on this recommendation pending the resolution of the NICE project. While both Sierra and Koha have beneficial features, the committee found Sierra to have a slight advantage in the areas of cataloging, reporting, and acquisitions. In addition, the committee found that the library staff's familiarity with Sierra and associated workflows outweighed any of the potential benefits of a migration to a new product or vendor.

K. Zimmermann (WVLS) reminded the Council the report was not on the agenda for action. It was presented to be reviewed and will be an action item at November's V-Cat Council meeting. Questions can be sent to Katie or Alexander prior to the meeting.

A Council member asked what the major considerations were that tipped Committee members toward Sierra. A. Johnson (MCPL) shared that cataloging and acquisitions functionality were preferable in Sierra and that the cost of change would be less if staying with Sierra. K. Zimmermann (WVLS) noted that pages 9-12 of the report show the main areas considered for each product.

Committee member T. Blomberg (Rib Lake) observed that the products seem to have strengths and weaknesses in opposite places.

### **NICE Project Report ([Exhibit 5a](#)):**

K. Zimmermann (WVLS) presented the NICE project report and shared a summary video with the Council.

After viewing the video, a discussion occurred about the approval process. K. Zimmermann (WVLS) noted that V-Cat Council will vote on the NICE merger after the 2023-2024 grant cycle. Information for the 2023 LSTA Improved Discovery Solutions Grant was shared. ([Exhibit 5b](#))

It was clarified that the NICE Team will be moving forward with the recommended next steps. The focus during this next phase will be the things we need to know to continue working towards a shared ILS as highlighted in the grant application.

The next NICE Team meeting will be on September 19.

Member libraries will have the opportunity to participate in targeted workgroups which will meet to discuss specific areas of interest.

It's likely that V-Cat Council will be acting on this project in September 2024 with the next steps.

**Break:** the meeting convened at 10:35 and reconvened at 10:50 am.

### **Report of the ILS Administrator:**

K. Zimmermann (WVLS) shared her report.

In August WVLS staff **purged adult patron records** that were expired and inactive over 5 years with no fines. DPI requires that patron records be purged at least once every three years for a library to report the number of registered users in the annual report. Historically purging patron records has been the responsibility of V-Cat member libraries, however there were over 12,000 records in the V-Cat database without fines or fees that were expired and inactive for 5 years or more. Once discovered, over 11,000 records were purged. Libraries were given the opportunity to opt out of the purge and reports of purged patrons were provided upon request.

Some ILL patron records remain that need to be purged or renewed. WVLS is working with library staff to update these records.

### **Incorrectly reported 2023 V-Cat Shares in the 2024 budget**

The 2024 Proposed V-Cat Annual Maintenance Shares document incorrectly reported the 2023 V-Cat Maintenance

amounts. Although the 2024 budget document was found to be incorrect in this area, libraries were invoiced correctly in 2023 and the V-Cat Shares Information for 2024 shares is correct as approved by V-Cat Council in June and WVLS BOT in August.

### **Upgrade to Sierra 6.0**

WVLS staff are preparing for an upgrade to Sierra 6.0. There was a concern with collection agency reports that has been resolved. We anticipate that we will be able to review known issues and upgrade in September provided there are not any detrimental issues. There are two things to investigate regarding due slips and SIP2 self-check connections. More information will be shared ahead of the upgrade.

### **Checked Out/Available Elsewhere in Aspen**

Aspen now displays a yellow "Checked Out/Available Elsewhere" with a "Where is it?" link instead of a green "On Shelf" with a "where is it" link when a local copy is checked out and another copy is available at another library. Thanks to E. Mueller from Medford for her persistence in checking in on this issue.

K. Heiting (Grant) shared that she is noticing series information out of order in the Aspen record results. K. Zimmermann (WVLS) reported that she will investigate.

K. Zimmermann (WVLS) demonstrated how to use the audience filter in Aspen. Audience in Aspen is determined by item location codes. V-Cat member libraries assign Sierra Location Codes to best fit the needs of their individual library and community. If items are assigned to location codes that have a mix of juvenile, young adult and adult item locations, they can appear in searches with each audience limiter. WVLS is considering cases in which location code changes, or adjustments to translation maps could provide more accurate audience classification.

A question was asked about "General" listing in the Audience facet. K. Zimmermann (WVLS) clarified that these are "on order" items at MCPL and audience has not yet been determined by a location code.

### **Recommendation (Exhibit 6b): Update to Circulation Guidelines: Overrides**

A statement has been added that supports maximum checkouts set by libraries. The recommendation clarifies that library staff should not override these limitations.

It was noted that the presented recommendation contained a typo of a repeated phrase.

V. Roberts (Rhinelander) moved to accept the recommendation with the repeated words struck, second by L. Ollhoff (Merrill). Motion carried.

### **V-Cat Training Report (Exhibit 7a):**

K. Zimmermann (WVLS) presented the fall training schedule to the Council.

### **Report of the ILS Specialist:**

R. Metzler (WVLS) reported.

Database maintenance occurred during the third week in July and August.

WVLS will continue participation in the 2023/2024 LSTA Cooperative Cataloging Grant project. The group of participants has expanded to include 10 library systems in the state. The grant will focus on creating consistent data, providing authority vendor services to systems that do not have them, preparing for a possible state-wide discovery layer, moving toward shared bibliographic records, and more.

### **Recommendation (Exhibit 8b): Item Record Volume Field**

R. Metzler presented the recommendation.

J. Jochimsen (Abbotsford) moved to accept the recommendation, seconded by V. Roberts (Rhinelander). Motion carried.

### **Recommendation (Exhibit 8d): Update to Multi-item sets recommendation**

R. Metzler explained the update to this recommendation.

S. Bedroske (Dorchester) moved to accept the recommendation as presented, seconded by L. Ollhoff (Merrill). Motion carried.

#### **Recommendation Review:**

No review was shared due to the number of recommendations reviewed and updated during the meeting.

**Aspen Appetizer:** Using the audience search filter in Aspen

K. Zimmermann (WVLS) covered this during her report.

#### **Sierra Snack: Patron Blocks**

K. Zimmermann (WVLS) review **Sierra Patron Blocks Table and Manual Patron Blocks**. It is possible to set limits by patron type on the total number of items a patron can check out, and the total number of items in a particular category (currently playaways, audiobooks, music CDs, and DVDs). Libraries that would like to add this feature can reach out to WVLS. Manual patron blocks are available in the patron record to block patrons from circulation activity for a particular reason.

#### **Request for Agenda items:**

None

#### **Upcoming Meetings (Exhibit 13):**

K. Zimmermann (WVLS) shared upcoming meetings with the Council:

Tuesday, October 3 at 10 - V-Cat Bibliographic and Interface Committee Meeting

Friday, October 13 at 10 - V-Cat Cooperative Circulation Meeting

Thursday, November 2 at 9:30 - V-Cat Council Meeting

Tuesday, December 5 at 10 - V-Cat Bibliographic and Interface Committee Meeting

Friday, December 8 at 10 - V-Cat Cooperative Circulation Meeting

#### **Adjournment:**

S. Bedroske (Dorchester) moved to adjourn the meeting, seconded by J. Ziebell (Neillsville). Motion carried. Meeting adjourned at 11:36 am.