V-Cat Council Meeting Minutes
Thursday, November 2, 2023, 9:30 a.m.

Call to Order and Announcements:
Chair, P. O'Connell (Minocqua) called the meeting to order at 9:30 a. m.

Members Present in WVLS Office:
J. Jochimsen (Abbotsford), M. Handel (Medford), T. Hall (Loyal), K. Sabelko (MCPL), P. O'Connell (Minocqua), J. Ziebell (Neillsville), L. Petersen (Owen) leaving at 11:55, and L. Ollhoff (Merrill).

Members Present Via Zoom:
V. Calmes (Colby), A. Demlow (Antigo), P. Kotarba (Three Lakes), S. Bedroske (Dorchester) leaving at 12:07, K. Heiting (Granton), C. Soderstrom (Thorp), M. Highfill (Westboro), R. Ludvigsen (Gilman) leaving at 11:30, T. Blomberg (Rib Lake), H. O'Hare (Tomahawk), and F. Albrecht (Laona) joining after 10:27.

Also Present:
Via Zoom: E. Marzahn (Merrill) and M. Sepnafski (WVLS) joining after 9:40. In office: A. Johnson (MCPL), C. Luebbe (MCPL), K. Zimmermann (WVLS), R. Metzler (WVLS), and M. Kelsey (Owen) leaving at 11:55.

Absent:
L. Renel-Faledas (Crandon), A. Brill (Greenwood), C. Huston (Stetsonville), V. Roberts (Rhinelander), C. Lemerande (Wabeno), and B. Hardin (Withee).

Approval of the Consent Agenda:
J. Jochimsen (Abbotsford) moved to approve the agenda and September 7 meeting minutes with the following change to the agenda: move the NICE Project Report (5) to 4 on the agenda, before the V-Cat Committee reports. Motion seconded by T. Hall (Loyal). Motion carried.

V-Cat Financial Report:
K. Zimmermann (WVLS) presented the V-Cat Financial Report.

No discussion occurred. L. Ollhoff (Merrill) moved to approve the report as presented, seconded by V. Calmes (Colby). Motion carried.

NICE (Northern Wisconsin ILS Consortium Exploration) Project Report:
K. Zimmermann (WVLS) presented the NICE Project report including additional information about opportunities to provide feedback.

No discussion occurred.

Bibliographic and Interface Committee Report:
C. Luebbe, Chair, shared highlights from the written report included in the meeting documents.

A Council member asked if the searches in SkyRiver included both new and old materials as well as Spanish Language materials, and alternative bindings such as those published by Penworthy. R. Metzler (WVLS) indicated the committee checked new and old items in SkyRiver. She will follow-up to see if Spanish language materials were searched and will reach out to Northern Waters Library Service staff for example records if needed.

Cooperative Circulation Committee Report:
Co-Chair, J. Jochimsen (Abbotsford) reviewed the written committee report included in the meeting documents.

Co-Chair, J. Jochimsen (Abbotsford) shared two proposed library applications with the Council with assistance from K. Zimmermann (WVLS). The proposed applications include: [one for libraries who use an additional form to allow parents/guardians to restrict or allow minors internet use](#) and [one for libraries that do not provide unfiltered internet options, requiring a parent/guardian initial to allow minors internet use.](#)

A discussion occurred about the internet permission for minors differences on the applications. K. Zimmermann (WVLS) clarified that if library staff would like to be able to restrict or deny internet use for minors, they must use the application that indicates a second form to be filled out for internet use. The internet use form can be created locally by library staff. L. Ollhoff offered to share the T. B. Scott form for library staff to adapt for use at their library.

A discussion occurred about the design of the form and where patrons may choose to write. Suggestions were given to shift the lines so that they appear below requested information, add an x to the beginning of the line, or break the lines between the information requests.

A Council member asked if current and new patrons should be required to sign the new form. Council members suggested that it would be a best practice because of the legal disclaimers the new forms include. This could be done when patron's cards is renewed.

A Council member asked what to do about patrons who call needing a renewal to continue to use Libby/OverDrive. A suggestion was given that a renewal for one month could be granted. The patron could then be asked to visit the library in person to fill out the form for a longer renewal.

J. Jochimsen (Abbotsford) reviewed the [V-Cat Library Card Application and Patron Record Creation Guidelines](#) for the Council.

The Council provided feedback on grammar, spelling, and formatting in the document and requested the state statue citation regarding 16 and 17 years olds be referenced.

Additionally, K. Zimmermann (WVLS) noted a request to add patron alias to the staff only section of the application forms.

K. Heiting (Granton) commented that the new guidelines may be a challenge when issuing student cards. K. Zimmermann (WVLS) agreed to work with Heiting to find a path forward.

M. Handel (Medford) moved to approve the application forms and guidelines with the following edits:

- Add patron alias to the staff only section of the application forms
- Remove "has" from page 1 of the guidelines, and the application form requiring an additional form for minor internet use
- Make changes so that it is easier for people to tell where to fill in the information on the applications
- Add a comma after the parenthesis on page 3 of the guidelines
- Add an "or" between library card and postcard on page 3 of the guidelines
- Add that patron record barcodes must start with either 23414 or 23468 on page 6 of the guidelines
- Check the spelling of "notices" and correct where necessary in the guidelines
- Add the state statute citation to the guidelines for 16 and 17 year olds
- Add the following statement about updating signatures and unlinking patron records for 16 and 17 year olds to the guidelines:

Upon card renewal, ensure that 16 and 17 year olds are given the opportunity to evaluate the current linked accounts. A new linking form should be completed to grant linking permissions, or the accounts should be unlinked, at the preference of the 16 or 17 year-old.

L. Ollhoff (Merrill) seconded the motion. The motion did not pass unanimously. A roll call vote took place: 15 - Yes, 2 - No, 2 - Abstaining. (88.4% representative votes and 91.01% weighted votes). Motion carried.

Break in meeting from 11:20 a.m. to 11:39 a.m.

ILS Evaluation and Review Committee Report:
A. Johnson (MCPL), Chair, reported on behalf of the committee. He reminded the Council of the committee's report and appendices.

A Council member complimented the committee on the visuals included in the report.

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

Fine Free Lending Expansion
On November 1, 2023, Minocqua and Antigo became fine free libraries, joining the following libraries that have system-generated fine free lending:

- Antigo – all locations/items/patrons
- Crandon - juvenile items only
- Dorchester - all items/patrons
- Loyal - all items/patrons
- Laona – all items for juvenile patrons, teachers, staff
- Medford – most juvenile items / all patrons
- Minocqua - all items/patrons
- Merrill - most items (still fines for some equipment) / all patrons
- Rhinelander - most items (still fines for some equipment/kits) / all patrons
- Stetsonville – juvenile books that are not high demand
- Wabeno - all items/patrons

Other system generated fine free lending:

- Gilman – teacher patrons
- MCPL – homebound patrons
- Owen – staff patrons

Annual Report
A chart will be sent to libraries in November that shows how WVLS will be counting "other" items and "other" item circulation for the public library annual report by item type. In some cases, WVLS will use a combination of item type and location code. Libraries will be asked to review and note any areas that may need adjustment.

WVLS is providing Mapping Your Way through the Annual Report workshop on December 14.

V-Cat Training Report:
K. Zimmermann (WVLS) and R. Metzler (WVLS) reported.

K. Zimmermann (WVLS) highlighted the training sessions that occurred in September and October including the online MARC Alert training, an online Aspen and Create List training, and the in-person Z39.50 Cataloging Training and Inventory trainings. She indicated that materials from the inventory and create lists trainings would be edited and shared with all libraries soon. R. Metzler (WVLS) briefed Council members about the online Aspen Uploading Cover Images Training that occurred in October.

Report of the ILS Support Specialist:
R. Metzler (WVLS) reported that database maintenance occurred in September and October.

R. Metzler (WVLS) announced that the last day for deletions in December will be Wednesday, December 6. If there is time after Christmas, R. Metzler (WVLS) will run deletions again.

Magazine bibs for 2024 are ready. Council members were asked to email help@librarieswin.org if anything is missing.

- We will no longer accept MARC Alerts for magazine subscriptions. Council members were asked to email help@librarieswin.org if there is a subscription bib needed.
- MARC Alerts can be created for magazine holdings that are not subscriptions, such as special issues. A new template has been added in Sierra and updated instructions are on the training page. Catalogers were notified of this information by email.

R. Metzler (WVLS) presented updated language for the Volume Field in Item Records Recommendation and the Multi-item Sets Recommendation.

J. Jochimsen (Abbotsford) moved to approve the changes to both recommendations, seconded by L. Ollhoff (Merrill). Motion carried.

Recommendation Review: No additional recommendations were reviewed during the meeting.

Aspen Appetizer: New configuration options
K. Zimmermann (WVLS) shared the following new options in Aspen:

- The ability to move Search Tools from the bottom of search results to a collapsible menu at the top. (V-Cat is not likely to turn on this option.)
- The option to use the "Floating" book cover style to remove frames around cover images, and, instead, include a slight shadow (V-Cat is likely to turn on this option in the near future.)
- The option to display covers for different editions when users click on Show Editions. (This option is already enabled for V-Cat.)
- A option to enable the "New" Badge in Search Results for titles that are new to your catalog within the last 7 days. (V-Cat is not likely to turn on this option.)

Sierra Snack:
K. Zimmermann (WVLS) reviewed the use of patron messages.
- She reminded Council members to include current date, location, and personal initials when inserting a message in a patron record. For example: "11/03/2023 Patron left card at library. In drawer at circ desk. Ask for ID. kz/wvls"
- It is acceptable to use the patron message field to alert member library staff about patron behavior that causes concern for the safety of library users and staff. It may be beneficial to include that this information is for staff only. For example: "11/1/2023 Staff info only: Patron was intoxicated and disturbing others. Asked to leave the library for the day. kz/wv"
- Council members were asked to be professional in message content in case the information were to be made public.

Additionally, creating macros keyboard shortcuts for various actions in Sierra were reviewed. They can also be used to insert messages and notes. Council members were asked to contact R. Metzler (WVLS) with questions about using or creating macros.

Request for Agenda items:
A Council member suggested that Shoutbomb broadcast messages be included on the next meeting agenda.

2024 Meeting Planner:
The 2024 meeting planner was shared by K. Zimmermann (WVLS).

2024 Committee Members:
The roster 2024 committee members was shared by K. Zimmermann (WVLS).

Adjournment:
L. Ollhoff (Merrill) moved to adjourn, seconded by J. Ziebell (Neillsville). Motion carried. The meeting was adjourned at 12:14pm.

SUBMITTED: 11/9/2023 R. METZLER, RECORDER