

# V-Cat Council Meeting

Thursday, April 4, 2024

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, April 2 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, Janay Ziebell)

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: February 2024
  - 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 January - February 2024 (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-Chair, Virginia Roberts/Jenny Jochimsen)
    - i. Report
    - ii. **Recommendation: Updated Use of Claims Returned Recommendation**
    - iii. **Action:** Acceptance of Updated Use of Claims Returned Recommendation
    - iv. **Recommendation: Updated Maximum Holds and Checkouts Recommendation**
    - v. **Action:** Acceptance of Maximum Holds and Checkouts Recommendation

5. **Library Card Application and Patron Record Guidelines** (ILS Administrator)
  - a. **Update:** What we've learned – from libraries using the new application form
  - b. **Recommendation:** Updated Library Card Application and Patron Record Guidelines
    - i. Safe at home
    - ii. Shoutbomb notices for 16 and 17 year old patrons
  - c. **Action:** Acceptance of Updated Library Card Application and Patron Record Guidelines (Chair)

**Break – 15 minutes**

6. **WVLS V-Cat Steering Committee** (ILS Administrator)
  - a. Report
  - b. Proposed 2025 V-Cat Budget
7. **NICE (Northern Wisconsin ILS Consortium Exploration) Project Report** (ILS Administrator)
  - a. Report
  - b. Collaborative Decision-Making Recommendation
  - c. Funding Formula Recommendation
8. **Report of the ILS Admin** (ILS Administrator)
  - a. Report
  - b. **Recommendation:** Add Aspen Test Server
  - c. **Action:** Approve Addition of Aspen Test Server
9. **V-Cat Training Report** (ILS Administrator and ILS Support Specialist)
10. **Report of ILS Support Specialist** (ILS Support Specialist, Rachel Metzler)
  - a. **V-Cat Database Maintenance Report**
  - b. **V-Cat Cataloging Report**
  - c. **LSTA Cooperative Cataloging Grant Report**
11. **Recommendation Review**
  - a. **Cataloging Compliance Recommendation** (ILS Support Specialist)

b. **Overrides Recommendation** (ILS Administrator)

12. **Sierra Snack** – Linking patrons in Sierra (ILS Administrator)

13. **Request for items to include on the next meeting agenda** (Chair)

14. **Upcoming Meetings** (Chair)

15. **Action:** Adjournment (Chair)

## Remote Meeting Connection Information

**Remote Meeting Link:**

<https://us02web.zoom.us/j/83476284963?pwd=U3ZHSk1STnRTa084SE1HRm1xNm9yUT09>

**Dial in:** 1 312 626 6799

**Meeting ID:** 834 7628 4963

**Access Code:** 24619100

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

If you are unable to attend this meeting, please notify Katie Zimmermann by email ([ils.admin@wvls.org](mailto:ils.admin@wvls.org)) **by the end of day Wednesday, April 3, 2024**. Proxy assignment notifications must be made prior to the start of the meeting but to ensure notifications are expressly documented and noted, please make best effort to submit by email to both Katie Zimmermann ([ils.admin@wvls.org](mailto:ils.admin@wvls.org)) and Janay Ziebell ([director@abbotsford.lib.wi.us](mailto:director@abbotsford.lib.wi.us)) **by the end of day Wednesday, April 3, 2024**.

Any person planning to attend this meeting who needs special accommodations in order to participate, including toll-free access, should notify the WVLS office by emailing [cio@wvls.org](mailto:cio@wvls.org)

## V-Cat Council Meeting Minutes

Thursday, April 4, 2024, 9:30 a.m.



### Call to Order and Announcements:

Chair, J. Ziebell (Neillsville) called the meeting to order at 9:30 am.

### Members Present in WVLS Office:

J. Jochimsen (Abbotsford), A. Demlow (Antigo), M. Handel (Medford), T. Hall (Loyal), K. Sabelko (MCPL), P. O'Connell (Minocqua), J. Ziebell (Neillsville), L. Ollhoff (Merrill), R. Ludvigsen (Gilman), and V. Roberts (Rhineland).

### Members Present Via Zoom:

L. Renel-Faledas (Crandon), J. Roth (Three Lakes), S. Bedroske (Dorchester), K. Heiting (Granton) leaving at 11:45, A. Brill (Greenwood), C. Huston (Stetsonville), V. Calmes (Colby), H. O'Hare (Tomahawk), M. Highfill (Westboro), B. Hardin (Withee), and F. Albrecht (Laona).

### Also Present:

In the WVLS office: K. Zimmermann (WVLS), R. Metzler (WVLS), C. Luebbe (MCPL) and E. Brewster (WVLS). Via Zoom: E. Marzahn (Merrill).

### Absent:

L. Petersen (Owen), T. Blomberg (Rib Lake), and J. Hanson (Wabeno).

### Approval of the Consent Agenda:

V. Roberts (Rhineland) moved to approve the consent agenda, seconded by A. Demlow (Antigo). Motion carried.

### V-Cat Financial Report:

K. Zimmermann (WVLS) presented the [V-Cat Financial Report](#) for January – February 2024.

K. Zimmermann (WVLS) noted that unspent 2023 allocations remain in the V-Cat Special Projects Fund, with half earmarked for training and half for travel for more clear financial reporting.

Additionally, it was shared that membership for Innovative Users Group went up to \$220 from \$110. Expenditures will be over budget in that line for 2024 and will be adjusted for 2025.

L. Ollhoff (Merrill) moved to approve the reports as presented, seconded by T. Hall (Loyal). Motion carried.

### Committee Reports:

#### Bibliographic and Interface Committee Report:

C. Luebbe (MCPL), Chair, shared highlights from [the written report](#).

#### Cooperative Circulation Committee Report:

J. Jochimsen (Abbotsford), Co-Chair, shared highlights from [the written report](#).

The Committee reviewed the new library card application form and patron record guidelines. It was noted that additional information is needed to clarify that Pcode 4 must match the address, including a Safe at Home address, and text message notification changes for 16 and 17 year old patrons.

J. Jochimsen (Abbotsford) reminded the Council of the [High Demand Recommendation](#).

The Committee considered potential changes to the high demand recommendation to increase patron access. WVLS staff are trialing batch updates of high demand items to release them from high demand status when they have been available for circulation over 4 months. Libraries that would like to participate can contact K. Zimmermann (WVLS).

J. Jochimsen (Abbotsford) shared an updated [Use of Claims Returned](#) recommendation and noted that the change aligns with the update to the billing procedures.

L. Ollhoff (Merrill) moved to approve the recommendation as written, seconded by P. O'Connell (Minocqua). Motion carried.

J. Jochimsen (Abbotsford) shared a [Maximum number of hold/items checked out](#) recommendation. She noted that it will match the current Sierra settings.

M. Handel (Medford) moved to accept the recommendation as written, V. Roberts (Rhinelander) seconded. Motion carried.

#### **Library card application and patron record guidelines:**

K. Zimmermann (WVLS) presented an update to the [Library Card Application and Patron Record Guidelines](#) to clarify how to handle Safe at Home addresses and text message notifications for 16 and 17 year old patrons.

K. Zimmermann (WVLS) asked the Council if they would like to have a message added to the patron account about the Safe at Home address. L. Ollhoff (Merrill) noted that adding the message would be useful.

K. Zimmermann (WVLS) also pointed out the change regarding Shoutbomb text message notices for patrons that are 16 or 17 years old.

L. Ollhoff (Merrill) moved to accept changes as presented with the addition of the following statement: "It is recommended that a message be added to the patron record indicating 'This patron has a safe at home address.'" The motion was seconded by V. Roberts (Rhinelander). Motion carried.

#### **Break**

#### **WVLS V-Cat Steering Committee:**

K. Zimmermann (WVLS) presented the V-Cat Steering Committee report.

The V-Cat Steering Committee met on Thursday, March 21 to review V-Cat projects and consider the [proposed 2025 V-Cat Budget](#). A draft V-Cat Budget for 2025 was presented, reviewed, and approved for presentation to the V-Cat Council.

A NICE project update was given and the NICE Funding Formula Recommendation was also presented and discussed.

K. Zimmermann (WVLS) presented the proposed 2025 V-Cat Budget to the Council and explained how members' shares were calculated.

It was confirmed that invoices for the 2024 V-Cat shares would be sent in April.

#### **NICE (Northern Wisconsin ILS Consortium Exploration) Project Report:**

K. Zimmermann (WVLS) presented an [update on the NICE Project](#) to the Council.

K. Zimmermann (WVLS) recapped the [NICE Collaborative-Decision Making Recommendation](#).

J. Jochimsen (Abbotsford) asked if the V-Cat standing committees would change to include members from Northern Waters Library Network (NWLN). K. Zimmermann (WVLS) noted that the committees as outlined in the V-Cat bylaws will not change. V-Cat bylaws will not change unless the V-Cat Council elects to do so.

L. Ollhoff (Merrill) noted that it may be good to have a liaison from each group (**V-Cat and NWLN**) attend each other's meetings. K. Zimmermann (WVLS) noted that we could invite NWLN members to V-Cat committee meetings as needed.

K. Zimmermann (WVLS) recapped the [Funding Formula Recommendation](#) and shared how the funding formula would work with example numbers.

M. Highfill (Westboro) asked if the NICE costs are in addition to what we are already paying, or if will they replace a portion of V-Cat payments. K. Zimmermann (WVLS) answered that the NICE costs will be a portion of the V-Cat costs.

K. Zimmermann (WVLS) reminded the Council that these are working recommendations, and that feedback from members is desired. K. Zimmermann (WVLS) referenced [the Decision-Making Document](#) and mentioned that a suite of recommendations would be presented in June.

K. Zimmermann (WVLS) thanked the directors for spending time with WVLS staff to discuss the first set of recommendations.

The following opportunities for feedback regarding the NICE Project were shared:

- NICE Project Town Hall Meeting on Tuesday April 9 from 10:30-11:30
- NICE Project Recommendation Feedback Form
- Reach out to R. Metzler (WVLS), K. Zimmermann (WVLS), or M. Sepnanski (WVLS).
- Another round of check-in conversations with WVLS staff when the remaining recommendations are ready (Holds Fulfillment, Record Standards, and Cataloging).

At its April meeting, the NICE team will review feedback received.

### Report of the ILS Administrator:

K. Zimmermann (WVLS) reported.

At the last V-Cat Council meeting it was requested that we investigate patron record guidelines for adults with guardians. V-Cat Cooperative Circulation has more on their meeting agenda than they can accomplish at this time. K. Zimmermann (WVLS) noted that she doesn't anticipate that edits will be needed for the application form, as the application references parent/guardian and child/ward, but there may be additional instructions needed for the patron record guidelines. Council members interested in assisting with this work should reach out to K. Zimmermann (WVLS).

Rhineland and Rib Lake libraries are going fine free. We anticipate that changes will be made in Sierra on May 1<sup>st</sup>.

Council members were reminded to watch their email inboxes in May for a 2024 Days Closed Survey to cover August 2024 through January 2025.

A [Shoutbomb Keyword Tutorial](#) has been compiled and will soon be available on the V-Cat Training Page.

WVLS staff are preparing to make a development request with Aspen to expand/collapse the More Like This and Novelist Similar titles based on a record's Fiction/Nonfiction classification or format. Novelist is preferred for Fiction titles and provides more accurate curated recommendations. More Like This is preferred for nonfiction, and formats that don't have Novelist recommendations such as movies, videogames etc. Council members interested in assisting with this project should reach out to K. Zimmermann (WVLS) or R. Metzler (WVLS).

Recommendation: [Aspen Test Server](#)

Use special project funds to get an aspen test server to allow V-Cat to experiment with changes to Aspen settings without disrupting the patron experience. It will also give V-Cat time to review monthly Aspen update changes prior to them going live for patrons. The estimated cost is \$6,000 for a two year subscription.

V. Roberts (Rhineland) moved to approve the recommendation, seconded by L. Ollhoff (Merrill). Motion carried.

### V-Cat Training Report:

R. Metzler (WVLS) reported on the following upcoming training opportunities:

- V-Cat Sierra Cataloging Training – Attaching Items Thursday, April 11 from 10 am – 12:00 pm
- V-Cat Sierra MARC Alert Cataloging Training - Thursday, April 18 from 10 am – 12 noon
- V-Cat Sierra Z39.50 Cataloging Training - Tuesday, April 23 from 10 am – 12 noon

R. Metzler (WVLS) also shared highlights from her experience at the Innovative Users Group Conference including useful upgrades coming to Sierra and a new user-focused enhancement process called MEEP (Member Exclusive Enhancement Process).

K. Zimmermann (WVLS) shared that a training on using Sierra Create Lists for Weeding occurred on February 29. Training materials are being reviewed and edited, and will be shared on the V-Cat Training page.

K. Zimmermann (WVLS) also noted that she was unable to attend AspenCon.

**Report of the ILS Specialist:**

R. Metzler (WVLS) reported.

- V-Cat Database Maintenance
  - Database maintenance occurred third week of February and March
  - A deletion report containing the location code and number of items deleted is available each month. Council members were asked to let R. Metzler (WVLS) know if they wish to receive a copy.
- V-Cat Cataloging Report
  - The LSTA grant awarded for the NICE project allows WVLS to hire a part-time cataloger to assist with record cleanup
- LSTA Cooperative Cataloging Grant Report
  - This group has been meeting regularly to review cataloging trends in Wisconsin.

**Recommendation Review – Cataloging Compliance Recommendation:**

R. Metzler (WVLS) reviewed of the [Cataloging Compliance Recommendation](#).

**Recommendation Review – Overrides:**

K. Zimmermann (WVLS) reviewed of the [Overrides Recommendation](#).

**Sierra Snack:**

K. Zimmermann (WVLS) shared a document informing the Council about best practices for [linking patrons in Sierra](#).

**Request for Agenda Items:**

None were shared during the meeting.

**Upcoming Meetings:**

May 7, 10 am: Bibliographic / Interface Committee  
May 10, 10 am: Cooperative Circulation Committee  
June 6, 9:30 am: V-Cat Council

**Adjournment:**

L. Ollhoff (Merrill) moved to adjourn the meeting, seconded by A. Demlow (Antigo). Motion carried. The meeting adjourned at 12:08 pm.