



V- Cat Steering Committee Meeting

Wednesday, March 21, 2024

10:00 am - 12:00 pm

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

Meeting Minutes

The meeting was called to order at 10:06 am by WVLS Trustee, Sonja Ackerman.

Members present (* attended remotely):

S. Ackerman, J. Peterson, P. Pietrzak*, M. Sepnafski, K. Zimmermann, A. Demlow*, L. Giordano, L. Ollhoff, L. Renel-Faledas, V. Roberts, K. Heiting*

Members Absent: T. Bobrofsky

Others Present: None

2. **Action:** Approval of Agenda
L. Giordano moved to approve the agenda with a correction of the meeting date to March 15, 2024. L. Ollhoff seconded. Motion carried.
3. **Action:** Approval of Previous Meeting Minutes
V. Roberts moved to approve the March 15, 2023 meeting minutes as presented. J. Peterson seconded. P. Pietrzak abstained. 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](#) and highlighted accomplishments in priority V-Cat Areas using the [2023 V-Cat Top 10](#).

 Zimmermann noted the V-Cat Strategic Plan 2024 – 2026 is on hold as the Northern Wisconsin ILS Consortium Exploration project has been a priority, and the outcome has a significant impact on any strategic planning process.
 - b. **Review:** NICE Project June 2023 Report
 K. Zimmermann reviewed the NICE Project June 2023 Report [Key Takeaways](#).
 - c. **Report:** [NICE Project 2023-2024 Update](#)
 K. Zimmermann gave an overview of the NICE Team and Targeted workgroups progress making recommendations around key decision points using the [NICE Project's Decision Making Principles](#). The NICE Funding Formula was presented.
5. **Revised 2024 V-Cat Appropriations Plan** (Katie Zimmerman)
 - a. **Review:** [Revised 2024 V-Cat Appropriations Plan](#)
 K. Zimmermann reviewed the Revised 2024 V-Cat Appropriations Plan, passed at the February 1, 2024 V-Cat Council meeting. Zimmermann noted that last year a question was raised about whether the current cap of \$375,000 on the V-Cat Long Term Replacement Fund is still high enough.

Information gained during the V-Cat ILS Evaluation and Review process indicates that this amount is sufficient to cover implementation costs for a new ILS.

L. Giordano asked for more details about the unspent 2023 funds. K. Zimmermann explained that V-Cat practice has been to split the unspent funds between the V-Cat Long Term Replacement Reserve Fund and the Special Projects Reserve fund. Since V-Cat has capped the Long Term Replacement Reserve Fund at \$375,000.00, V-Cat elected to apply half of the unspent appropriations from 2023 to the 2024 V-Cat Training account to expand opportunities for conference attendance and continuing education in 2024. The remaining unspent 2023 appropriation was applied to the V-Cat Special Projects account.

6. Proposed 2025 V-Cat Budget

a. Review: [2025 V-Cat Budget Draft](#)

b. Recommendation: 2025 V-Cat Budget Draft (K. Zimmermann)

K. Zimmermann presented the 2025 V-Cat Budget Draft including a full appropriations plan, the breakdown of annual V-Cat maintenance by account, and calculation for individual library shares. It was noted that the budget is a 3% increase overall from the 2024 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 2023 expenditures for Communications were below budget, WVLS anticipates possible increased costs in 2025 due to changes in how patron notice preferences are managed.

Maintenance and Supplies and Training and Travel accounts remain static at less than a 3% increase as allocated funds were not fully used in recent years.

The Memberships account will go up as the Innovative User Group membership fees have increased significantly. Funds are not being collected for Special Projects, Long Term ILS Replacement, or Disaster Recovery/Contingency accounts as the reserves do not need to be increased at this time.

The Hardware and Equipment Maintenance account is flat for 2025. 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 has a projected 5% increase. This line item could see a reduction if a new ILS contract is signed.

The current V-Cat cataloging utility is expected to increase at 5% a year. WVLS negotiated a reduced contract for 2024, so the 2025 projected amount is also reduced. There is room for a reduced budget using an alternative vendor, but doing so may result in increased workflows for member library staff. The V-Cat Bibliographic and Interface Committee recommended that V-Cat stay with its current cataloging utility at this time.

Costs for Database Clean Up are projected to increase in 2025. While the amount budgeted in 2023 was not fully spent WVLS is considering a move to monthly updates instead of quarterly updates next year.

The discovery subscription is expected to increase by 3% per the current contract.

V-Cat projected budget expenses for the next 5 years and a 10 year projection were presented. It was noted that these are rough projections using contract information when known.

P. Pietrzak asked about ILS Management Expenses and what was included in that amount. K. Zimmermann clarified that the amounts were calculated using the percents of WVLS staff time spent on ILS management and WVLS cataloging partnership costs. M. Sepnafski clarified that each library system divides the ILS costs differently between the system and libraries. The goal for WVLS and V-Cat has been to minimize the subsidy over time.

- c. **Action:** Present 2025 V-Cat Budget Draft to V-Cat Council (S. Ackerman)

J. Peterson moved to present the 2025 V-Cat Budget Draft to V-Cat Council. L. Ollhoff seconded. Motion carried.

The 2025 V-Cat budget draft recommended by the V-Cat Steering Committee will be reviewed by the V-Cat Council in April. Approval of a 2025 V-Cat budget draft by V-Cat Council is expected in June.

Following V-Cat Council approval, a 2025 V-Cat Budget Draft will be presented to the WVLS Board of Trustees for review in August as part of the 2025 WVLS budget process. The WVLS Board is expected to approve a comprehensive 2025 budget for WVLS in September.

It was noted that the action was taken out of order on the agenda. It was noted that information about the budget information for a shared ILS with NWLS does not impact the action taken.

If the NICE Project moves forward, this group would meet again to approve an updated budget.

- d. **Review:** [2025 Budget Estimates for a shared ILS with NWLS](#)

K. Zimmermann presented a budget projection with a working list of vendors and an example spreadsheet illustrating how V-Cat Shares would be calculated with the NICE Project's Funding Formula Recommendation.

It was clarified that the vendors have not been selected at this time, and the numbers are shown as an example calculated from preliminary quotes. Because there are a lot of factors in play, we will be sharing information with V-Cat member libraries and the WVLS Board of Trustees as it is available. If the NICE project moves forward an amended 2025 V-Cat budget would be brought to the V-Cat Steering Committee, V-Cat Council and the WVLS Board of Trustees for approval.

Committee members agreed that the budget estimate information for a shared ILS with Northern Waters Library Service was too preliminary to share further at this time.

7. **Request for items to include on the next meeting agenda** (S. Ackerman)

No agenda items were shared.

Committee members shared appreciation for the extent of clearly explained information shared during the meeting.

8. **Upcoming Meetings** (S. Ackerman)

- a. May 18, 2024 – WVLS Board of Trustees
- b. April 4, 2024 – V-Cat Council

9. **Action:** Adjournment (S. Ackerman)

L. Giordano moved to adjourn. L. Ollhoff seconded. Motion Carried.

The meeting was adjourned at 11:25 a. m.

DRAFT