



# V-Cat Council Meeting

Thursday, February 1, 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, January 30 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. **Report:** V-Cat Weighted Votes for 2024 (ILS Administrator, Katie Zimmermann)
3. **Consent Agenda** (Chair)
  - a. Review Consent Agenda Items
    - i. Approval of Agenda
    - ii. Approval of Previous Meeting Minutes: November 2023
  - b. **Action:** Approval of Consent Agenda  
(Note: This can be done with one motion for both the agenda and minutes together.)
4. **Financial Reports**
  - a. **Report:** Review of Financial Reports for October-December 2023 (ILS Administrator)
  - b. **Action:** Acceptance of Financial Reports (Chair)
  - c. **Report: 2023** Ecommerce (ILS Support Specialist, Rachel Metzler)
  - d. **Report:** Revised 2024 Appropriations Plan (ILS Administrator)
  - e. **Action:** Acceptance of Revised 2024 Appropriations Plan (Chair)

## 5. Committees

- a. **V-Cat Nominating Committee** (Chair)
  - i. **Action:** Appointment of Nominating Committee for 2024 V-Cat Chair Elect (Chair)
- b. **Bibliographic and Interface Committee** (Committee Chair, Chris Luebbe)
  - i. **Report**
  - ii. **Report:** Sky River
- c. **Cooperative Circulation Committee** (Committee Co-Chair, Virginia Roberts)
  - i. **Report**

## 6. Library Card Application and Patron Record Guidelines

- a. **Recommendation:** Updated Library Card Application and Patron Record Guidelines
- b. **Action:** Acceptance of Updated Library Card Application and Patron Record Guidelines (Chair)

**Break – 15 minutes (Time to socialize while the Nominating Committee meets)**

**(V-Cat Nominating Committee Meeting during the break – link to be shared as needed)**

- 7. **Action:** Election of the 2024 V-Cat Chair Elect / 2025 V-Cat Chair (Chair)
- 8. **NICE (Northern Wisconsin ILS Consortium Exploration) Project Report** (ILS Administrator)
  - a. **Report**
  - b. **ILS Vendor Selection Recommendation**
  - c. **Delivery Recommendation**
- 9. **Report of the ILS Admin** (ILS Administrator)
  - a. **Report**
- 10. **V-Cat Training Report** (ILS Administrator and ILS Support Specialist)
  - a. **Spring 2024 V-Cat Training Schedule**
- 11. **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**

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

**13. Aspen Appetizer** – Browse categories for new items (ILS Administrator and ILS Support Specialist)

**14. Shoutbomb Snack** – Broadcast keyword feature

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

**16. Upcoming Meetings** (Chair)

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

## Remote Meeting Connection Information

**Remote Meeting Link:**

<https://us02web.zoom.us/j/81426916554?pwd=SEVjNFU5YitRSjFkQUdWM3hwcm50QT09>

**Dial in:** 312 626 6799

**Meeting ID:** 814 2691 6554

**Access Code:** 84016822

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, January 31, 2023.** 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 Jenny Jochimsen ([director@abbotsford.lib.wi.us](mailto:director@abbotsford.lib.wi.us)) **by the end of day Wednesday, January 31, 2023.**

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, February 1, 2024, 9:30 a.m.



### Call to Order and Announcements:

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

### Members Present in WVLS Office:

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

### Members Present via Zoom:

A. Demlow (Antigo), V. Calmes (Colby), L. Renel-Faledas (Crandon), S. Bedroske (Dorchester), F. Albrecht (Laona), K. Heiting (Grant) leaving at 11:22 am, A. Brill (Greenwood), L. Petersen leaving at 11:41am, H. O'Hare (Tomahawk), J. Hanson (Wabeno), M. Highfill (Westboro), and B. Hardin (Withee).

### Also Present in WVLS Office:

C. Luebke (MCPL) and K. Zimmermann (WVLS) were present in the WVLS office.

**Also Present via Zoom:** A. Hansen (Three Lakes) acting as proxy for J. Roth (Three Lakes) leaving at 11:56 am and R. Metzler (WVLS) were present via Zoom.

### Absent:

J. Roth (Three Lakes) with A. Hansen (Three Lakes) as proxy, C. Huston (Stetsonville), T. Blomberg (Rib Lake), and C. Soderstrom (Thorp).

### V-Cat Weighted Votes for 2024:

K. Zimmermann (WVLS) noted that 2024 V-Cat Weighted Vote Calculations were sent to Council members and Library Directors in December. She shared the 2024 [weighted vote calculations document](#) and explained changes from 2023.

### Approval of the Consent Agenda:

K. Zimmermann (WVLS) asked to add the V-Cat Top Ten to the agenda before the V-Cat Financial Report.

J. Jochimsen (Abbotsford) moved to approve the consent agenda with the addition of the V-Cat Top Ten prior to the V-Cat Financial Report, seconded by M. Handel (Medford). Motion carried.

### V-Cat Top Ten:

K. Zimmermann (WVLS) presented the [V-Cat Top Ten](#) to the Council.

### V-Cat Financial Report:

K. Zimmermann (WVLS) presented the V-Cat [Financial Report](#) for October – December 2023.

V. Calmes (Colby) moved to approve the V-Cat Financial Report as presented, seconded by L. Ollhoff (Merrill). Motion carried.

### 2023 E-Commerce:

R. Metzler (WVLS) presented the expenses for 2023 ecommerce. From December 2022 – November 2023, V-Cat paid \$1,975.98 in expenses to PayPal for fees.

### Revised 2024 Appropriations Plan:

K. Zimmermann (WVLS) presented the [2024 Appropriations Plan](#).

V. Roberts (Rhineland) moved to accept the appropriations plan as accepted, L. Ollhoff (Merrill) seconded. Motion carried.

### Committee Reports:

#### V-Cat Nominating Committee:

As the past V-Cat Council Chair, J. Jochimsen (Abbotsford) acted as chair of the Nominating Committee.

P. O'Connell requested volunteers. T. Hall (Loyal), R. Ludvigsen (Gilman), M. Handal (Medford) and J. Jochimsen (Abbotsford) volunteered.

J. Ziebell (Neillsville) moved to accept the committee as formed, seconded by V. Roberts (Rhinelanders). Motion carried.

#### **Bibliographic and Interface Committee Report:**

C. Luebke (MCPL), Chair, shared highlights from the [written report](#) and presented the [SkyRiver Testing Report](#). No additional discussion occurred.

#### **Cooperative Circulation Committee Report:**

V. Roberts (Rhinelanders), Co-Chair, shared highlights from the [written report](#).

A question was raised about holds and high demand items. It is a best practice for patrons that use multiple libraries to have one library designated as their home library, and primarily pick up holds at that library. The primary library is the one where they will have access to place high demand holds. It was clarified that home library code in a patron record can be changed for patrons upon request. K. Zimmermann (WVLS) reminded the Council to change both home library and patron type fields if updating the home library for a patron. Adding a note to the patron record is not necessary when this change is made.

#### **Revised Library Card Application and Patron Record Guidelines**

K. Zimmermann (WVLS) presented the changes and updates to the [Library Card Application and Patron Record Guidelines Recommendation](#). She noted that no changes were made to the application form or to the requirements for the application. All changes are regarding how patron data is entered into Sierra, and how patron records are managed.

The Library Card Application forms are now available on the V-Cat Recommendations Page in both Word and Excel format for library staff to customize. Library directors also have the option to create their own form if it meets the guidelines for required fields. K. Zimmermann (WVLS) asked members present to send forms to WVLS for review before the library begins to use them.

Minocqua and T. B. Scott – Merrill have already prepared their forms. Minocqua used the MS Word form, and Merrill created their own. Member libraries were invited to reach out to K. Zimmermann (WVLS) or the library directors if they would like to use the forms as an example. Council members were reminded that the goal is for libraries to put these forms in use in the next 4 months.

A Council member asked if 18-year-old patrons need to sign a new form when they turn 18. K. Zimmermann (WVLS) said yes and clarified that it is necessary if libraries want to hold patrons accountable for their library use and activity. K. Zimmermann (WVLS) suggested adding a note to the account that a new form was signed or deleting the account and starting fresh.

K. Zimmermann (WVLS), with support from the Cooperative Circulation Committee, recommended an addition to the patron record guidelines that name suffixes be placed after a patron's middle name (Smith, John James Jr.) Changes regarding 16- and 17-year-old patrons and the use of linking forms were brought to V-Cat Council on the recommendation of legal counsel.

Additional changes regarding transferring fines from juvenile patron records to responsible parent/guardian's patron records were brought to the Council by K. Zimmermann (WVLS) after a consult with an experienced library:

*Can fines or fees accrued on a minor's library card for lost/damaged library materials be transferred to the parent / guardian's patron account **when the minor turns 18**?*

*Yes. It must be acknowledged on the library card application.*

*It is recommended that both the child and adult have cards.*

*It is recommended that the child and the adult patron records are linked in Sierra. **Fines should be transferred to the adult parent/guardian's account at 16 years old to prevent disclosure of information after the age of 16. Any fines transferred to the adult account after the age of 16 should not include title information.***

*Linked records should be unlinked when the child **becomes an adult turns 16**, unless the **new adult and the parent/guardian re-sign linking forms 16 year old** signs a linking form.*

*Information about transferring fines is included on the application form.*

T. Hall (Loyal) moved to approve the updated Library Card Application and Patron Record Guideline Recommendation, seconded by V. Roberts (Rhineland). Motion carried.

**Break** - The V-Cat Nominating Committee met during the break. The meeting was reconvened at 10:52 am.

It was noted that the Council needed to visit the card application and guidelines document again. K. Zimmermann (WVLS) pointed out the updates to the linking form portion of the updated Library Card Application and Patron Record Guideline Recommendation. No change in motion was needed.

#### **Election of the 2024 V-Cat Chair Elect:**

P. O'Connell asked if there was anyone besides those coming from the nominating committee interested in being nominated for the position. J. Jochimsen (Abbotsford) presented the Nominating Committee's nomination of R. Ludvigsen (Gilman) for V-Cat Council Chair-Elect. T. Hall (Loyal) moved to accept this motion. Seconded by V. Roberts (Rhineland). Motion carried.

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

K. Zimmermann (WVLS) presented the [NICE Project Report](#) to the Council, beginning with a review of the June 2023 [NICE Project Key Takeaways and Recommendations](#). She highlighted the [decision-making rubric](#) and the work of the NICE Targeted Workgroups.

Additionally, K. Zimmermann (WVLS) shared the current [NICE ILS Vendor Selection Recommendation](#). She noted the recommendation of Koha was based on which vendor the group felt would be best for both systems to move forward together and best aligned with the NICE process principles. Currently MCPL and Superior Public Library use the Sierra Acquisitions module, and there is some concern with Koha's Acquisitions module as it does not currently allow for multiple libraries to have distinct accounting units. However, multiple acquisitions units for consortia are in development and it is anticipated to be fully functional in May of 2024.

The NICE Team recommended the ILS Vendor Selection workgroup meet again, based on new information provided by a vendor.

It was emphasized that the NICE Team wants, and needs, feedback from library staff. Members were encouraged to submit questions or comments on an online form which goes to the NICE Leadership Team.

K. Zimmermann (WVLS) shared that a collaboration provides an opportunity to move through a migration process together distributing the weight of leadership during the change across more library partners.

A Council member asked if cons for the recommendations would also be shared. K. Zimmermann (WVLS) noted that caveats were helpful and would keep that in mind as future recommendations are prepared.

K. Zimmermann (WVLS) presented the [NICE Delivery Recommendation](#) with a note that there is another workgroup that will be considering holds fulfillment, and that this recommendation is about how materials will be processed and delivered from one location to another. It was clarified that funding for standard WVLS courier stops will continue to be funded by WVLS, not by libraries. Additional stops beyond the standard, if requested, will continue to be funded by libraries. It was noted that library users will have access to an expanded collection of materials that they can place holds on via Aspen. Because of this, it is expected that there will be a reduction in staff time for WISCAT ILL. A patron who wants a missing book in a series, may now be able to place their own hold for that item in Aspen instead of requesting it via library staff/WISCAT.

Patrons will have more access to materials at their own fingertips. While we know there will be an increase in the supply of materials, we don't anticipate a significant increase in demand. Patrons can only consume so many items at a time.

It was clarified that the estimated increase in volume includes both materials coming into a library and going out to other libraries. The amounts will vary from library to library. An even split would be 7-10% coming in for local pickup and 7-10% going out for pickup elsewhere.

K. Zimmermann (WVLS) noted that concerns have been raised about transit slips being clear and that system staff would look into options for customizing transit slips so that it is easier for staff to sort.

K. Zimmermann (WVLS) emphasized that V-Cat has options and tools to work through this transition together. There are tools within the ILS to help manage disparity of materials going out to other libraries and coming in from other libraries. WVLS is willing to consider additional courier stops for libraries that move the most materials if beneficial. K. Zimmermann (WVLS) closed by sharing that a full report with all the recommendations will be given in June and again emphasized that the NICE Team wants, and needs, feedback from library staff to allow for any necessary adjustments to the recommendations. Members were encouraged to submit questions or comments on an online form which goes to the NICE Leadership Team.

#### **Report of the ILS Admin:**

K. Zimmermann (WVLS) reported.

K. Zimmermann (WVLS) clarified to the Council that linking patrons is optional. It is recommended for libraries that have a practice of transferring fines from juvenile patron records to their parent/guardian's patron record. There are a few useful scenarios to use this option that can make things easier for staff such as family members picking up each other's holds.

Annual report information about circulation and holdings has been completed and shared with libraries. K. Zimmermann (WVLS) reminded the Council to reach out to WVLS staff with questions.

K. Zimmermann (WVLS) notified the Council that there may be changes coming to pcode 4 in 2024. She also reminded the Council that accurate pcode 4 information is vital. This code must represent where the patron resides. R. Metzler noted that pcode 4: 311 Interlibrary Loan should only be used in patron accounts for libraries for WISCAT circulation.

K. Zimmermann (WVLS) reminded the Council to be careful with patron data and to protect patron information. She discouraged the Council from printing out or exporting data with a lot of personal information. Libraries are encouraged to export the fewest possible patron record fields. Additionally, do not use an AI for analysis of patron data. The AI will learn from and store the patron information. Patron data is meant to stay in the Sierra ILS as much as possible. If patron data does get printed out, or saved as a file, be sure to destroy the information as soon as possible.

#### **V-Cat Training Report:**

K. Zimmermann (WVLS) and R. Metzler (WVLS) introduced the upcoming [Spring V-Cat Training](#) opportunities and anticipated Fall 2024 training dates.

In addition, K. Zimmermann (WVLS) noted that she will be attending [AspenCon](#) and R. Metzler (WVLS) will be attending [Innovative Users Group Conference](#). Both conferences take place during March 2024.

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

R. Metzler (WVLS) reported.

##### **V-Cat Database Maintenance Report**

Database maintenance occurred during the third week of November, December, and January. A deletion report containing the location code and number of items deleted in each code is available each month. Council members were encouraged to reach out to R. Metzler (WVLS) if they wished to receive copies of this monthly report.

##### **V-Cat Cataloging Report**

Council members were asked to send an email to R. Metzler (WVLS) if a bibliographic record for a new magazine subscription is needed.

##### **LSTA Cooperative Cataloging Grant Report**

R. Metzler (WVLS) shared that this group has been meeting regularly. The group is now called WiCatalog and a website has been started. Members of this group will be taking a MARC Edit training starting on February 6. Additionally, the Statewide Bibliographic Standards Group has been meeting and is working on bibliographic record analysis and comparison.

#### **Request for Items to be included in the next agenda:**

Feedback from libraries that are now using the new library card application form.

A Council member asked about patron record guidelines for adults who have legal guardians. K. Zimmermann (WVLS) suggested that this question go to the Cooperative Circulation Committee for discussion.

#### **Aspen Appetizer: Browse Categories**

K. Zimmermann (WVLS) demonstrated how to update Aspen Browse Categories for new materials that use a publication year range and suggested that library staff update Browse Categories to keep them current.

#### **Shoutbomb Snack: Shoutbomb Broadcast**

J. Jochimsen (Abbotsford) shared how Abbotsford Library is using Shoutbomb Broadcast to send patrons text notices about the availability of materials/programs in their areas of interest such as craft programs, storytimes, adult programs and library closures.

K. Zimmermann (WVLS) noted that this service is available to all libraries. Council members were encouraged to reach out to [help@librarieswin.org](mailto:help@librarieswin.org) if interested in providing this service.

#### **Upcoming Meetings:**

K. Zimmermann (WVLS) shared upcoming V-Cat related meetings.

#### **Adjournment:**

L. Ollhoff (Merrill) moved to adjourn the meeting, seconded by V. Roberts (Rhinelander). Motion carried. The meeting was adjourned at 12:03.

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SUBMITTED: 2/13/2024 R. METZLER, RECORDER