



# 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)