

April 16, 2018

TO: WVLS Library Advisory Committee members

FROM: Jamie Matczak

RE: Library Advisory Committee meeting

CALL TO MEETING

The WVLS Library Advisory Committee meeting will be held at 9:30 AM on Wednesday, April 25, 2018 in the WVLS Office, lower level, Marathon County Public Library, 300 N. First St., Wausau, WI.

AGENDA

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| 9:00 AM | Coffee and conversation |
| 9:30 AM | <p>Call to order (Julie)</p> <p>Introductions and Roll Call (Jamie)</p> <p>Agenda Revisions (Julie, request motion)</p> <p>Approval of the minutes of the August 15, 2017 meeting (Julie, request motion)</p> <p>Appointment of a Nominating Committee</p> <p>Staff Reports</p> <ul style="list-style-type: none"> • ILS/V-Cat Projects (Kyle) • Technology Projects (Door Counter Project - Josh) • Continuing Education and Training (Jamie) • Youth Services and Inclusive Services (Anne & Jamie) • Scholarships and WVLS Innovation and Collaboration Grant Update (Jamie) • WPLC Update (Anne) |
| 10:30 AM | Break – Nominating Committee will caucus to recommend candidates for 2019 Vice President/President-Elect. |
| 10:45 AM | <p>Report of the Nominating Committee</p> <p>Election of the 2019 Vice President/President Elect</p> <p>Approval of 2019 Technology Planning Guide (Josh)</p> <p>WVLS Innovation and Collaboration Grant (Jamie)</p> <p>Other Collaborations (Julie Beloungy, Ralph Illick)</p> <p>PLSR Update (Marla)</p> <p>Announcements</p> <p>Select August Meeting Date</p> |
| 12 PM | Adjournment |

Your attendance at this meeting is important. If you are unable to attend, please contact Jamie Matczak (920-455-0668 or jmatczak@wvls.org) by 12 pm on Friday, April 20. Any person requiring special accommodation planning to attend should notify the WVLS office at 715-261-7250.

GoToMeeting® is available as an option for attendance. Please contact Jamie no later than Monday, April 23 for more information if you wish to participate in this meeting via remote access. This agenda has been sent to the official newspapers in Clark, Forest, Langlade, Lincoln, Marathon, Oneida and Taylor counties.

**WVLS Library Advisory Committee
April 25, 2018 - WVLS Office**

CALL TO ORDER: President Julie Beloungy called the meeting to order at 9:37 a.m.

Members Present: Dominic Frandrup, Stacy Stevens, Ralph Illick, Ruby Wenzel (by GoTo Meeting), Beth Martin, Heidi O'Hare, Kay Heiting, Rachel Metzler, Julie Beloungy

Members Absent: Virginia Woods Roberts, Heidi Catlin, Stephanie Schmidt, Candice Celestina, Sue Bedroske, and Samantha Smith.

WVLS Staff Present: Marla Sepnafski, Anne Hamland, Josh Klingbeil, and Jamie Matczak

ROLL CALL AND INTRODUCTIONS: Committee members were invited to introduce themselves. A quorum was declared present.

APPROVAL OF THE AGENDA: ILLICK/STEVENS MOTION to approve the agenda as published. All aye. Motion carried.

MINUTES: STEVENS/MARTIN MOTION to approve the minutes of the August 15, 2017 meeting as presented. All aye. Motion carried.

APPOINTMENT OF NOMINATING COMMITTEE: Volunteers were asked to be on the nominating committee. Heiting, Metzler and Stevens volunteered to serve on the committee charged with appointing the 2019 Vice-President/2019 President-Elect.

STAFF REPORTS:

ILS/V-Cat Projects

Sepnafski spoke on Kyle Schulz's behalf, as he was at a Innovative User Group (IUG) Conference in Florida. Inese Christman retired on January 8, and Schulz, former WVLS ILS intern and part-time employee, was hired in March. Over the last several weeks, he has been responding to ILS help-desk tickets and making software tweaks, providing inventory training and collection development analysis, and preparing for WVLS-V-Cat Steering Committee and V-Cat Council meetings and drafting a 2019 budget. He will present a budget at the June V-Cat Council meeting and, if approved, that budget will be shown to LAC in August.

Technology Projects

Klingbeil is working with the Three Lakes School District on developing a door counter prototype. The goal is to get one to every library, and to have a working prototype by the end of June. He is not sure if the technology will be strong enough to determine the difference between kids and adults. Libraries should be able to see their data.

Hamland talked about the websites she is building for WVLS and IFLS libraries. Every library has a webmaster to do updates. She is hosting three webinars per year, along with two on-site work days. The first on-site work day is slated for May 17 in Eau Claire.

Klingbeil announced that public libraries are now included in the TEACH technology infrastructure grants. Some of these funds may be used to off-set a library's technology costs.

Continuing Education and Training

Matczak introduced herself as the new WVLS Education Consultant and reported on her activities. Previous and upcoming events include:

- Two earlier webinars, “Marketing Library Programs for Increased Impact” and “The Ins and Outs of Media Literacy”, are archived on the WVLS website.
- A “Show It Off: The Power of Merchandising” webinar will be held on April 26.
- A webinar on “Dealing with Patrons on Substance Abuse” will be held on June 7.
- On September 19, a “Tech Days” workshop will be held at Marathon County Public Library. It will feature a morning speaker and offer breakout sessions in the afternoon.
- On October 4, an “Active Threat in the Work Place” workshop will be offered on the CVTC campus in Neillsville.
- The 2019 Wild Wisconsin Winter Web Conference will be held on January 23-24. She will continue to plan this event.

Matczak and Hamland mentioned that WVLS was notified in early April that 18 member libraries were eligible for TEACH Educational Technology Training Grants. Because of the short deadline (May 4) in which to submit applications, WVLS recommended that libraries apply their funds toward sponsoring and attending the WVLS Tech Day workshop in Wausau and a STEM/STEAM Workshop in May 2019. While these training opportunities will be open to any member library staff, the TEACH grants are available only to directors of eligible libraries.

Digital Bytes, a new WVLS training series that was rolled out in March, offers recorded, bite-sized training pieces of 30 minutes or less on topics of interest to libraries. We hope to develop 1-4 *Digital Bytes* each month. Thus far, trainings have been produced on customer service, and how to access/use Lend-It software to book makerspace and literacy kits. Another training on setting up a Doodle Poll will be coming out soon. *Digital Bytes* are shared on the WVLS website at <http://wvls.org/digital-bytes/>. Matczak welcomed ideas on topics for potential training, and indicated member libraries will be surveyed at the end of summer to assess their training needs.

Matczak talked about Zingerman’s Training out of Kalamazoo and asked if this might be of interest in 2019 for a workshop. The group seemed to think it would be a good workshop for WVLS to host.

Youth Services and Inclusive Services

Matczak has been developing a web page for Inclusive Services. Available at <http://wvls.org/inclusive-services/>, this site is a work in progress.

Also an LSTA Grant opportunity might be available in 2019 to fund a Creative Aging with Older Adults workshop led by Lifetime Arts out of New York. Similar workshops this year at the Bridges Library System (July 24) and South Central Library System (July 25) will instruct our event, should LSTA funds be provided for a workshop in Wausau or the surrounding area.

Hamland mentioned that her primary goal as the new Youth Services Consultant has been to place introductory calls to all youth coordinators in the system area. Thus far, these conversations have been very instructive for both WVLS and member libraries and, as such, she plans to continue this practice in the second half of the year. She also announced that a performers list is being developed to share with librarians; the next YSIE (youth services information exchange) will be on May 8 at the Colby Community Library at 1 p.m.; and, that the April 24 STEAM Workshop with Emily Zorea focused on reaching families in using STEAM, virtual reality, augmented reality and coding.

Scholarships and WVLS Innovation and Collaboration Grant

Matczak said two scholarship opportunities were posted recently. Scholarships to attend the September 12-15, 2018 Association and Rural Libraries (ARSL) Conference in Springfield, IL, were awarded to **Cara Hart**, Neillsville Public Library Director and **Teresa Hall**, Loyal Public Library

Director. Also, WLA Member/Professional Development Scholarships were awarded to **Dominic Frandrup** (Antigo Public Library), **Heidi O'Hare** (Tomahawk Public Library) and **Teresa Miniatt** (Withee Public Library). All three will receive partial scholarships to WLA or WAPL conferences and a one-year WLA membership. Scholars will be asked to give a 30-minute webinar within three months of the conference.

WVLS is again offering a competitive Innovation and Collaboration Grant to member libraries. The application deadline is May 25, and more information is available on the WVLS website at <http://wvls.org/scholarships-and-grants/>.

WPLC Update

Hamland announced the following:

- Antigo Public Library Director **Dominic Frandrup** is now the WVLS representative on the WPLC Steering Committee (he replaces Inese Christman).
- There may be an option in the future for virtual library cards.
- WVLS has an Advantage account to purchase extra copies of high-demand materials;
- The Antigo Public Library is transferring their cloud library collection into the Overdrive platform.
- There is a WVLS OverDrive Advantage Collection Development group who gather virtually to select Overdrive Advantage titles for our collection.
- The Wisconsin Author Project, now live, is helping libraries to become e-book publishers, and is sponsoring a state-wide contest that accepts self-published work from all ages. Hamland shared an informational flyer about the project.

REPORT OF THE NOMINATING COMMITTEE: Heiting, Metzler and Stevens selected Frandrup as the 2019 Vice-President/ President-Elect.

ELECTION OF THE 2019 VICE PRESIDENT/PRESIDENT ELECT: ILLICK/O'HARE MOTION to approve Frandrup as the 2019 Vice-President/President-Elect. All aye. Motion carried.

APPROVAL OF 2019 TECHNOLOGY PLANNING GUIDE: Klingbeil said the 2019 Technology Planning Guide summarizes upcoming projects and gives the libraries an idea of what their technology costs are for 2019. Klingbeil said he doesn't see any major cost changes for the future, and that the WVLS Board of Trustees has already approved the document. The 2020 Technology Plan will be available to the libraries at the end of this year. STEVENS/HEITING MOTION to approve the plan as presented. All aye. Motion carried.

WVLS INNOVATION AND COLLABORATION GRANT: Matczak passed around the application and mentioned that the grant requires a signature from the library board President. The library should have a collaborating partner. While the school district has been a collaborative partner, libraries may seek collaborations with other community partners. Examples of past grant ideas are on the WVLS website at <http://wvls.org/scholarships-and-grants/>. The application deadline is Friday, May 25 with announcements to be made by June 15.

OTHER COLLABORATIONS: Beloungy shared that the Thorp Public Library is collaborating with the Thorp School District. The new superintendent, who is very community-oriented, applied for a Fund-80 grant (approved by the state) for community service projects. The superintendent suggested that the library use some of the grant to plan and host library programming events as long as programs funded by this grant are open to everyone in the community. Beloungy saw this as a great opportunity to enhance their menu of programs and to support the needs of the community. Thus far, this grant has

funded several programs. The library is now planning to use funds to plan programs with other community organizations.

Illick reported that Marathon County Public Library is working on LENA (Learning ENvironment Analysis), one of three public libraries in the country doing this program. The library had to bring together six different funders for start-up costs. The LENA system measures the early language environment of children ages 0-3 years. Using a “talk pedometer” that children wear, LENA technology tracks conversations with children and the amount of words they are exposed to. The library is the center where parents/caregivers come in as cohorts. The hope is that by the time a child is three years old, he or she is exposed to more words. They are targeting families whose parents/caregivers do not have a college education, and the program has been a big success. It’s a 13-week program, and the first cohort is almost finished. More information about the LENA program is available on the MCPL website. <https://mcpl.us/events/lena-start-marathon-county>.

PLSR UPDATE: Sepnafski reminded us that this project started in 2015, where several work groups were formed to analyze system services. The work groups recently completed their service reports, which are available on the PLSR website. She encouraged the group to read the reports and add feedback. <http://www.plsr.info/>.

All of the WVLS libraries were surveyed earlier in the year, and 23 out of 25 libraries responded. There are also over 2,000 comments on the website. Russell Consulting will be providing a session on the survey results at the WAPL Conference. This is the final phase of the PLSR process. There will be a two-day retreat at the end of July to talk about the data collected so far. Frandrup said the executive summaries of the reports are worth reading.

ANNOUNCEMENTS: Illick said the Wausau library building is the only county building that has been converted to LED lights. Electricians worked on the lights at cost during the library’s down time.

SELECT AUGUST MEETING DATE: The next meeting will be Thursday August 9, 2018 at the WVLS office. The call to order will be at 9:30 a.m.

ADJOURNMENT: STEVENS/ILLICK MOTION to adjourn. Meeting adjourned at 11:59 a.m.

Respectfully submitted by Jamie Matczak