

**Director's Report**  
**WVLS BOARD OF TRUSTEES MEETING**  
**May 19, 2018**

## CORRESPONDENCE

### 2018 State Aid

WVLS was notified by the Wisconsin Department of Public Instruction that our **second 2018 State Aid Payment** in the amount of \$220,079 was approved. This payment allows WVLS to continue to carry out this year's system plan as approved earlier by the Division for Libraries and Technology (DLT). Public library system funding is provided from the Universal Service Fund.

### Notes of Appreciation

A thank you card was received from Tomahawk Public Library Director **Heidi O'Hare** for awarding her the WLA Membership and Professional Development Scholarship. **Kay Heiting**, Granton Community Library Director, sent WVLS a note of appreciation for subscribing to professional journals and routing them to interested member libraries. Heiting said that as a director of a small library she recognizes the importance of keeping current on library news and service trends, however the library can't afford the subscriptions for the journals shared by WVLS.

### Request to Complete a Technology RFP

Southwest Wisconsin Library System is seeking to contract for technology support to address the system's and its member libraries' network and help desk support needs. A Request for Proposal was sent to WVLS for our consideration. Deadline for submission of proposals is Monday, July 2, 2018. Other systems receiving RFPs include South Central, Lakeshores, Winnefox and Winding Rivers.

### Feedback on new WVLS Training Series, *Digital Bytes*

With the rollout of the new WVLS training series, *Digital Bytes*, we have received a lot of feedback. **Kay Heiting**, Granton Community Library Director, said of the customer service training: *"I really enjoyed this. Thank you for preparing it. I am planning to share it with my staff as professional development plan."* And, **Ruby Wenzel**, Director of the Western Taylor County Public Library (Gilman) said, *"I thought it was really helpful! Even though I have worked in customer service before, this will help me look at my assistants to help them if needed. Thank you to whoever thought of this idea!"*

Also, the series has been shared with colleagues in other systems who then forwarded the news to their member libraries, and with the Wisconsin library community via DPI's Google Communities. Following is an email Matczak received from a library outside the WVLS area.

*"Hi Jamie, Just wanted to say a big thumbs up on your amazing digital bytes series. I have only had the chance to watch the first customer service segment, but wanted to give the highest compliments – it's just the resource I wish I had had. Your presentation on positive language is absolutely perfect - it is a short, clear, and succinct explanation of the culture we try to embody at our library. I plan to incorporate these videos into our new employee training. Thank you for a wonderful video series! **Jennifer Endres Way**, Director; Ruth Culver Community Library (Prairie du Sac)"*

## PEOPLE / LIBRARIES / SYSTEMS IN THE NEWS

**David Kranz** has been hired as new director of the South West Library System (SWLS) effective May 1, 2018. Originally from Darlington, David has worked the last several years in the Archives Department at La Crosse Public Library. Kranz also serves on the PLSR Steering Committee's Chapter 43 subcommittee. He replaces **Krista Ross**, who resigned in April 2017 to become the Executive Director of SELCO (Southeastern Libraries Cooperating) in Minnesota.

**Julie Beloungy**, Thorp Public Library Director, has been invited by the Public Library Association (PLA) to participate in the 2018 Inclusive Internship Initiative (III) cohort. Designed to introduce students from diverse backgrounds to careers in librarianship the 2017 PLA III pilot sponsored public library internships for 50 high school juniors and seniors at 39 host libraries across the U.S. In 2018, the Thorp Public Library joins 49 other host libraries, to recruit an intern who, with individual guidance from a mentor, will engage with multiple facets of library life over the summer. Each intern will also complete a connected-learning project on behalf of their host library. The 2018 internship kickoff will be held June 14-16 in Washington, D.C. Funding for this project is being provided through an IMLS grant to PLA.

WVLS Network Administrator **Chris Heitman** has assumed a position with Grey Media, owner of Channel 7 WSAW in Wausau. Chris was hired by WVLS in May 2013 as a Technology Support Specialist and became Network Administrator in early 2017. His last day in the office was April 20.

WVLS awarded the three available **WLA Membership/Professional Development Scholarships** to **Dominic Frandrup** (Antigo), **Heidi O'Hare** (Tomahawk), and **Teresa Miniatt** (Withee). Frandrup attended the WAPL (Wisconsin Association of Public Libraries) Conference in Pewaukee, and O'Hare and Miniatt will attend the WLA (Wisconsin Library Association) Conference in La Crosse in October. All three will be expected to give a 30-minute webinar within 3 months of the conference. These webinars will be part of the WVLS Continuing Education series and will be recorded and archived. While we were pleased to receive more applications than we were able to award, making a final selection was difficult. We received some great applications!

WVLS awarded **ARSL (Association of Rural and Small Libraries) Scholarships** to **Teresa Hall** (Loyal) and **Cara Hart** (Neillsville). The scholarships cover a one year membership to ARSL, and the full cost to attend the September 12-15 ARSL Conference in Springfield, IL. Hall and Hart will also complete a report after the conference.

The **T.B. Scott Library (Merrill)** received a \$1,000 grant from the local Eagle's Club Auxiliary to create Memory Kits to checkout to patrons who are caregivers for individuals suffering from some form of memory loss.

Following a lengthy study of LibLime, Polaris and SirsiDynix, the **South Central Library System** decided to stay with **Koha**, the Open Source Integrated Library System software behind LINKcat, the system's online catalog. LibLime is the vendor SCLS contracts with to run the Koha ILS system. The overarching consensus of the ILS Evaluation Lead Group was that none of the three options that were investigated are fully developed, therefore, it would not be worth the cost of migration plus staff time to change vendors.

## WVLS PROJECTS

### WVLS Innovation and Collaboration Grant

Member libraries were notified that WVLS is again offering a competitive grant to a member library to develop and implement a service for their community that is both innovative and collaborative. The relevant aspects of the grant, and ultimately of the new service, are *innovation, collaboration, value to the community and sustainability*. The grant is ideal for a library that has an ideal service or program to implement, but lacks the startup funds to do so. Total funds available for a grant project ranges from \$1,000 - \$10,000. Multiple grant applications may be funded if the total is less than \$10,000. The deadline to apply is **Friday, May 25**.

### V-Cat Update

At the April 12 V-Cat Council meeting, WVLS ILS Administrator **Kyle Schulz** presented the 2019 draft budget. He recommended the assessed charge to WVLS (which is less than \$50) be removed from the calculation in the V-Cat Annual Maintenance fee, and there was consensus to make that adjustment. Also, the V-Cat Council approved the Library of Congress standard of 14 point or larger type for large print materials; a revised V-Cat Damaged/Missing Items form, and a revised V-Cat Invoice for lost or damaged items. Libraries were reminded to delete extra ISBN/s not relevant to the item in hand when using cataloging records from other sources.

Schulz attended the 2018 Innovative User Group (IUG) Conference from April 23-27 in Orlando, FL. Joined by colleagues from IFLS and NWLS, this is a conference where all Innovative users gather to share ideas and best practices. He gained

valuable information, research and inspiration to implement some of the conference's featured projects, and is hoping to automate some Sierra reports to free up WVLS and member library time on report generation. Highlights of the conference will be shared at the V-Cat Council meeting on June 7.

He is also seeking ways to utilize the Discovery Layer to its full potential, and assisting libraries in using Circa, an inventory product provided by Innovative.

### **IT Services Integration Project Update**

The Network Equipment Refresh and Active Directory integration project is complete. Technical support has primarily been related to known and unplanned follow up work with member libraries, addressing secondary issues discovered during and after the project.

Preparations for migrating WVLS' own internal resources into the new Active Directory are in progress. These include comprehensive review of file server contents and structure, logistics of computer maintenance for employees working primarily remotely, and ensuring a smooth transition which is minimally disruptive to workflows and productivity.

### **IT Strategic Planning**

The first revision of the Technology Strategy, for initial review, iterative revision, and final acceptance by LEAN WI partners is expected to be published in time to share with WVLS Trustees prior to the May 2018 WVLS Board Meeting. We are hoping to leverage this revision process and cycle to develop and adopt a comprehensive Technology Strategy for the LEAN Wisconsin (LEAN WI) partnership as a single planning effort which covers all partners. Assuming acceptance of a joint LEAN WI Technology Strategy and Plan, the new WVLS Technology Plan for July 2018 - June 2023 will include participation in the LEAN WI technology resource sharing partnership and adherence to the LEAN WI strategy, including operational plans.

### **Youth Services Update**

WVLS staffers **Anne Hamland** and **Jamie Matczak** met with public library youth services staffs at a **YSIE (Youth Services Information Exchange)** at the new Colby Community Library on May 8. Conversation centered on collection development and programming for young library users, and group members shared their triumphs and tribulations with planning services for this age group. The *Ideas for Middle Grade Collection Development* guide, which was developed by Katie Zimmermann, MCPL Youth Collection Development Specialist, and shared with YSIE attendees, sparked enthusiastic conversation. Also, Hamland's brief on WAPL Conference sessions provided additional ideas for serving this population.

WVLS has once again reserved **\$240** for each of the 25 member libraries (including all MCPL branch communities) to apply toward **2018 Summer Library Program** performers between May 29 and August 31 of this year. Libraries book and pay their own performers and receive the grants as a reimbursement after the programs have taken place.

### **WVLS/IFLS #WisconsinLibrary Collaboration**

WVLS has teamed up with IFLS to produce #WisconsinLibrary marketing and advocacy tools for member libraries. Tools include: an annual report infographic, social media shares, a fortune teller template, table topper templates, a Powtoon video example, and bumper stickers. All libraries are encouraged to share patron stories and successes in all formats on all platforms. Libraries are encouraged to include the #WisconsinLibrary hashtag as internet users can search that identifier across social media and the web at large to see all the communications. Our voices are louder when we deliver a united message.

### **Door Counter Project**

Coordination with the Three Lakes Fab Lab director, Dr. Steve Yahr, and the engineering student assisting with enclosure design and prototyping continues. The first print is slated to begin during the week of 5/7 and is estimated to take approximately 8 hours. This print will be used to ensure proper fitting of printed circuit board, and other electronics, and then for testing of electronics and code for production readiness. We are on track to have a fully functional prototype by the end of May, meaning we should be able to begin working with printing vendors to produce enclosures in quantity and to begin assembly of 100 units to be distributed across LEAN WI partner Systems' public library members.

## Listening Session Held in Colby

The first Listening Session of 2018 was held on May 8, 2018 at the new Colby Community Library. Director Vicky Calmes gave a tour of the library before the session began. Regional in nature, and small group by design, WVLS Listening Sessions are opportunities for WVLS member library directors or a proxy to share local library news, ask questions, and have a conversation with WVLS staff.

Attendees were: Vicky Calmes (Colby), Stephanie Schmidt (Crandon), Kim Metzke (Greenwood), Ruby Wenzel (Gilman), Heidi O'Hare (Tomahawk), Teresa Hall (Loyal) and Sue Bedroske (Dorchester). WVLS staff in attendance included: Marla Sepnanski, Ann Mroczenski, Kyle Schulz, Anne Hamland, Susie Hafemeister, and Jamie Matczak.

Attendees shared upcoming projects and what they plan on doing at their libraries for summer reading. Several of them mentioned that a session on writing community block grants would be helpful in the future. There was also discussion on the challenges of losing a long-time staff member. How do they best document policies and procedures in order to train someone new? At the end of the session, WVLS staff solicited feedback about how they can better serve member libraries.

There are two remaining Listening Sessions scheduled this year, one in Crandon on August 7, and the other in Westboro on November 13.

## WPLC Update

The WPLC (Wisconsin Public Library Consortium) Board met on Monday, February 19. The WPLC Bylaws were passed, and the Board Liaison to the Steering committee (who is currently Maureen Welch), will no longer be a voting member of the Steering Committee. The Board voted to move forward with BiblioBoard which will be fully funded by DPI for the first year with potential funding for a second year. This includes the [Wisconsin Author Project](#) where library users will be able to submit original work to be formatted into an ebook. The ebook will then be submitted to the state competition where the public will be able to access reviewed submissions on a platform separate from OverDrive yet accessible from the forthcoming Wisconsin Digital Library website. The Wisconsin Author Project is accepting original works from Wisconsin authors until June 30, 2018. In addition, the Board reviewed the \$10,400 in donations received for 2017 and apportioned them to digital content. The 2017 carryover for digital content was assigned to the 2018 digital content budget. A workgroup was formed to begin work on best practices for communication between the Board and Steering Committee. The 2018 annual meeting and subsequent Board meeting proceeded the WAPL Conference in Pewaukee. An update on those meetings will be in the WVLS Board's information packet for August.

## LEGISLATIVE UPDATE

### National Library Legislative Day – a Recap *(Courtesy of NWLS Director Sherry Machones)*

National Library Legislative Day - Washington, D.C. - May 7-8. Seven people represented Wisconsin. The American Library Association (ALA) was very late in getting out information this year about the event, due to constantly changing priorities on their side as well as the White House. ALA directives this year were to support full funding of the Institute for Museum and Library Services (IMLS) and Innovative Approaches to Literacy (IAL) program, passing the Reauthorization of the Museum and Library Services Act, and passing the Federal Depository Library Program Modernization Act. Wisconsin's library delegation was honored to meet Congressman Pocan and Gallagher in person. All visits were positive and all attendees as well as legislators were engaged. We were encouraged to invite Wisconsin Senate and House members to visit their libraries while on summer recess and see broadband in action, as well as take part in our Libraries Transform project.

### Wisconsin Legislative News

A legislative update will be shared at the meeting. See also [Exhibit 13g](#).

## CONTINUING EDUCATION & TRAINING OPPORTUNITIES

### WVLS Libraries Apply Their Educational Technology Training Grants to WVLS Workshops

In early April, Governor Scott Walker announced the availability of Technology for Educational Achievement (TEACH) Grants to eligible school districts and libraries as a way to enhance the role of information technology in student learning and achievement, and to enhance the role libraries and librarians plan in support of education. Administered by the Department of Administration (DOA) in collaboration with the Department of Public Instruction (DPI), the *Educational Technology Training Grants* provide support for districts and libraries to attend, arrange, and administer training activities that build the information technology knowledge and capacity of teachers and libraries.

Shortly after the Governor's announcement, DOA alerted 17 WVLS member libraries that they were eligible to receive a TEACH Educational Technology Training Grant for FY2019. For a public library or library branch to be eligible, it had to be located in a municipality with a population of 20,000 or less and meet specified criteria in relation to the library's distance from urban areas. Grants, which ranged from \$500-\$1,000, could be used for registration fees and travel expenses to participate in online, blended, or face-to-face professional learning events and training opportunities to enhance digital learning capacity and use of technology. The TEACH Grant further instructed that any activities funded must occur during the specified grant period, July 1, 2018-June 30, 2019; and that to receive funds, applications needed to be submitted to DOA by May 4.

Given the extremely short deadline in which to submit grants, WVLS asked directors of eligible libraries if they would be willing to apply their TEACH grant to the WVLS Tech Days workshop in September 2018, as well as a STEM/STEAM workshop in May 2019. All 17 libraries responded with a "yes", so grant funds will be used to pay for mileage, a hotel stay, and substitute staff costs for directors to attend both workshops. Funds will also be used to help off-set the program costs for each workshop.

**Jamie Matczak** and **Anne Hamland** assisted libraries in completing their application forms and, with WVLS acting as the fiscal agent for the group, ensured requisite paperwork was submitted to DOA by the grant deadline. 17 libraries that were eligible for the Technology Education grant applied for the funds, with WVLS being the fiscal agent. The libraries that applied for the funds include: Antigo, Crandon, Dorchester, Gilman, Granton, Greenwood, Laona, Loyal, Neillsville, Owen, Rib Lake, Stetsonville, Three Lakes, Thorp, Wabeno, Westboro, and Withee.

### Website Service

**Anne Hamland** will host the first webmasters co-work day at the Indianhead Federated Library System offices on May 17. Attending webmasters will learn more about where to find website resources, what content should be included on which pages, how to use the web-based design tool Canva, functions of WordPress websites, updating new title carousels, and finish the day with time to work on their website with their peers as a resource. Live websites and websites in draft total 34 including the WVLS website. Find more information on the Libraries WIN website at <http://wvls.org/website-resources/>.

### New! Digital Bytes

Since the launch of the new WVLS training series **Digital Bytes**, a new training "byte" has been produced every two weeks. Thus far, there are six trainings available and all are archived on the WVLS website at <http://wvls.org/digital-bytes/>. Marketed as "bite-sized" trainings of 30 minutes or less, and produced and archived in a digital format, Digital Bytes trainings have had over 300 views, and feedback during the recent WVLS Library Advisory Committee meeting and WVLS Listening Session was very positive.

### Upcoming Continuing Education Opportunities

Also, WVLS is collaborating with seven other library systems on a June 7 webinar called "**Dealing with Substance-Abusing Patrons in the Library**". Additional programs in the works include Tech Days, Response to an Active Shooter, and Serving Older Adults in the Library. More information about our continuing education activities may be found at <http://wvls.org/continuing-education/>.



Planning for **Trustee Training Week 2018** is in progress, and more information and registration will be available soon at <http://www.wistrusteetraining.com>. In the meantime, hold the dates August 13-17, 2018.

Library Trustees are instrumental to the success of public libraries, and the annual Trustee Training Week program is a great opportunity for them to learn ways to be more effective library leaders and advocates. Webinars will be held each day from noon to 1 p.m. on topics of particular interest to Wisconsin library trustees.

The project is sponsored by the South Central Library System, with financial support from WVLS and other Wisconsin Public Library Systems. It is also supported by the Wisconsin Department of Public Instruction's Public Library Development Team, with funding from the Institute of Museum and Library Services. In addition to this year's program, trustees can also access the recorded webinars from past years at the [Trustee Training Week website](#). Webinar recordings from 2015-17 are available for streaming.

## ADDITIONAL INFORMATION (handouts to be shared at meeting)

- *I Love My Wisconsin Library* Bumper Sticker (**Exhibit 13a**)
- MCPL Summer Program 2018 Brochure (**Exhibit 13b**)
- Articles on Libraries in *Wisconsin Counties* Magazine; March 2018; <http://www.wicounties.org/publications.Impl#magazine> (**Exhibit 13c**)
- "Libraries are Essential to Democracy: They Help Everyone to Participate Fully in Society – and Are Under Siege" in *The Nation*; March 19/26, 2018 (**Exhibit 13d**)
- "The State of America's Libraries 2018" a Special Report from *American Libraries*; April 2018 (**Exhibit 13e**)
- Wisconsin PLSR Report shared at the May 2018 SRLAAW Meeting (**Exhibit 13f**)
- Updated Legislative Representative List (**Exhibit 13g**)

## UPCOMING EVENTS

- May 2 – SRLAAW meeting (Sepnafski)
- May 2 – WPLC Annual Board meeting (Hamland)
- May 2-4 – Wisconsin Association of Public Libraries (WAPL) Conference; Pewaukee (Sepnafski, Hamland, Matczak, Schulz)
- May 8 – **WVLS Listening Session**; Colby (Sepnafski, Hafemeister, Mroczenski, Hamland, Matczak, Schulz)
- May 8 – **WVLS Staff meeting**; Colby (Sepnafski, Hafemeister, Mroczenski, Hamland, Matczak, Schulz)
- May 8 - **WVLS Youth Services Information Exchange (YSIE)**; Colby (Hamland, Matczak)
- May 10 – **WVLS OverDrive Selection Committee meeting** (Hamland)
- May 14-15 – WiscNet Connections; Madison (Klingbeil)
- May 17 – **IFLS/WVLS Webmaster Co-Work Day**; Eau Claire (Hamland)
- May 17 – PLSR Steering Committee and Core Recommendation Collaborators meeting; Wisconsin Dells
- May 18 – WLA Library Development and Legislation Committee meeting; Madison (Wendt)
- May 19 – **WVLS Board of Trustees meeting** (Sepnafski, Wendt, Klingbeil, Hildebrand, Hamland, Matczak, Schulz)
- May 24 – **WVLS V-Cat Bib Committee meeting** (Schulz)
- May 24 – WPLC Steering Committee meeting
- May 28 – Memorial Day; WVLS office closed
- June 1 – **WVLS/SCLS Cross System Borrowing meeting** (Sepnafski)
- June 7 – **WVLS V-Cat Council meeting** (Schulz, Klingbeil, Mroczenski)

- June 8 - PLSR Steering Committee and Core Recommendation Collaborators meeting; Stevens Point
- June 12 – **WVLS Staff meeting** (Hafemeister, Hamland, Hildebrand, Klingbeil, Matczak, Mroczenski, Schulz, Sepnafski)
- June 18 – WPLC Board meeting (Hamland)
- June 21-26 – American Library Association Annual Conference; New Orleans
- July 4 – Independence Day; WVLS office closed
- July 24-25 – WiLS World; Madison
- July 27 - WLA Library Development and Legislation Committee meeting; Madison (Wendt)
- July 30-31 – PLSR Model Recommendation Summitt (Hamland)
- August 7 – **WVLS Listening Session**; Crandon (Hamland, Klingbeil, Matczak, Schulz, Sepnafski)
- August 9 – **WVLS Library Advisory Committee meeting** (Hamland, Klingbeil, Matczak, Schulz, Sepnafski)
- August 13-17 – **“Wisconsin Trustee Training Week”**, daily webinars on topics of interest to library trustees (Sepnafski)
- August 15 – Camp Tech-a-Talka; Stevens Point (Klingbeil, Schulz)
- August 18 - **WVLS Board of Trustees meeting** (Sepnafski, Wendt, Klingbeil, Hildebrand, Hamland, Matczak, Schulz)
- September 3 – Labor Day; WVLS office closed

Respectfully,

Marla