

April 1, 2021

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 Thursday, April 8, 2021, as an online meeting. Due to precautions concerning COVID-19, this meeting will be held by remote attendance only.

AGENDA

- 9:15 AM Audio Checks and Conversation
- 9:30 AM Call to Order
Roll Call
Consent agenda items:
Adoption of Agenda Order
Minutes of the August 13, 2020 meeting
Appointment of a Nominating Committee
Introduction and Round Table Discussion on Reopening Libraries
- 10:45 AM Break - Nominating Committee will caucus to recommend candidates for 2022 Vice President/President-Elect.
- 11 AM Report of the Nominating Committee
Election of the 2022 Vice President/President Elect; discussion and possible action
Revised LAC By-laws; discussion and possible action
- 11:15 AM WVLS Services Updates
- Grant Projects
 - Continuing Education and Training
 - Delivery
 - Public Library Services
 - Resource Sharing (WISCAT, Wisconsin Digital Collection, Lend Items)
 - ILS/V-Cat Projects
 - Technology System Collaborations
- Announcements
Select August Meeting Date
- 12 PM Adjournment

Meeting Log In:

<https://global.gotomeeting.com/join/370731157>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123) Access Code: 370-731-157

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 Tuesday, April 6. Any person requiring special accommodation planning to attend should notify Jamie Matczak. This agenda has been sent to the official newspapers in Clark, Forest, Langlade, Lincoln, Marathon, Oneida and Taylor counties.

**WVLS Library Advisory Committee
April 8, 2021 – Online Via GotoMeeting**

CALL TO ORDER: President Virginia Roberts called the meeting to order at 9:30 a.m.

Members Present: Dominic Frandrup, Stacy Stevens, Ralph Illick, Tammie Blomberg, Janay Ziebell, Teresa Hall, Katie Aldrich, Julie Beloungy, Maxx Handel, Cindy Lemerande, Paula Norman, Kay Heiting, Peggy O’Connell

WVLS Staff Present: Marla Sepnafski, Anne Hamland, Joshua Klingbeil, Rachel Metzler, Katie Zimmermann, Sherry Machones, and Jamie Matczak

ROLL CALL AND INTRODUCTIONS: Roll call was taken. A quorum was declared present.

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

MINUTES: O’CONNELL/STEVENS MOTION to approve the minutes of the August 13, 2020 meeting as presented. All aye. Motion carried.

APPOINTMENT OF NOMINATING COMMITTEE: Volunteers were asked to be on the nominating committee. Stevens and Frandrup volunteered to serve on the committee charged with appointing the 2022 Vice-President/President-Elect.

INTRODUCTION AND ROUND TABLE DISCUSSION ON COVID-19 RESOURCES:

Committee members were invited to introduce themselves. Matczak led a discussion on libraries reopening. Following are highlights of that discussion:

Where is your organization at in terms of hours, staffing, and safety protocols?

- Rearranging furniture for opening
- Weeding and moving materials to change traffic flow in the building
- “Masks preferred” language to be determined
- Only in-person programming is PreSchool storytime on Tuesday mornings
- Staff are at the door to monitor masks
- Staff are getting their vaccinations
- Cleaning, but not disinfecting surfaces every hour
- Middle and high school fully open
- Conference rooms still not available
- Students are back; study rooms available to one person
- Outdoor programming
- Students quarantine during holidays

Where do you hope to be in the next 3 months, and what steps are being taken to get to that point?

- Would like to have the mask mandate removed
- Hoping more youth are allowed to visit
- Not a lot of in-person programming
- Low foot traffic
- Looking at different tables and chairs for seating
- Want to add Saturday hours and extend ~~the~~ Friday hours
- Social distancing and sanitation protocols will be maintained
- Would like to reopen to the public

What are you using for your decision guidelines?

- City and county recommendations
- 80% herd immunity through wither exposure or vaccination
- County health department/liaison
- Wisconsin DPI Reopening Addendum
- Local school district
- Other WVLS Libraries

Kay Heiting left the meeting at 10:43 a.m.

Tammie Blomberg left the meeting at 10:51 a.m.

Tammie Blomberg rejoined the meeting at 11:06 a.m.

What is the biggest challenge you are facing?

- Deciding guidelines for summer program
- Exhaustion from constantly explaining procedures to the public
- Stressed staff members
- Balancing between on-site and remote work
- Nervousness about going back to “normal”

REPORT OF THE NOMINATING COMMITTEE: Stevens and Frandrup selected Hall as the 2022 Vice-President/ President-Elect.

ELECTION OF THE 2022 VICE PRESIDENT/PRESIDENT ELECT: STEVENS/ALDRICH MOTION to approve Hall as the 2022 Vice-President/President-Elect. All aye. Motion carried.

REVISED LAC BY-LAWS: Matczak said that the revisions include updated language that:

- Models the WVLS Board of Trustees By-laws
- Is gender neutral
- Reflects the difficulty in finding members to serve from special libraries

FRANDRUP/O’CONNELL MOTION to approve the Revised LAC By-laws. All aye. Motion carried.

WVLS SERVICES UPDATES:

Grant Projects

- Hamland said Google launched a workforce development initiative in 2017 called Grow with Google to deliver in-person training for job seekers, small businesses, and library staff across the country. The Wisconsin Department of Public Instruction partnered with Grow with Google and the American Library Association to offer virtual training opportunities to help our communities learn digital skills in fall of 2020. Leah Langby of IFLS, Sherry Machones of NWLS, and Anne Hamland of WVLS, collaborated to vet technologies that would complement workforce resources, services, and programs provided by libraries. Each library could choose to receive a microphone/headset, webcam, or a light/phone stand. As of Monday, March 29, all equipment was shipped to participating libraries across the three library systems.
- Klingbeil said the CARES (Coronavirus Aid, Relief, and Economic Security) Act grant is underway. WVLS is seeking reimbursement requests from LEAN WI member libraries and working with them to identify reimbursable expenditures already incurred, or new projects that fit within allowable costs. Expenditures must be completed by mid-June.
- Klingbeil said the FY21 LSTA Sparsity Aid funding to LEAN WI partners has \$20,000 unexpended funds remaining.

Continuing Education and Training

Matczak talked about upcoming continuing education events:

- Public Services Webinar Series scheduled for April 15, 22 and 29. All webinars are worth 1 contact hour in library certification and will be recorded.
- Health Information Online: Finding Information You Can Trust--Train the Trainer April 14 and 15
- Online Presentations Tips and Tools, a WVLS recorded webinar, will be available this month.
- Continuing Education Events for Fall 2021
 - Tech Days (Virtual): September 15 and 16
 - WVLS Director's Retreat (in-person): Friday, October 15
- Compassion Resilience Training: In January and February, the WVLS Team of Jamie Matczak (WVLS), Laurie Ollhoff (T.B Scott, Merrill) and Lyn Pietila (Demmer, Three Lakes) volunteered to participate in a "training the trainer" program conducted by [Rogers InHealth](#) and offered by the Department of Public Instruction using LSTA funds from IMLS. Compassion Resilience Training is used to support a library's organizational commitments and goals.

Hamland said the Workforce Resource Workshops originally scheduled for 2020 have been rescheduled to spring and summer of 2021. WVLS public library staff are invited to attend their choice of three upcoming virtual workshops offered through the [Libraries Activating Workforce Development Skills \(LAWDS\) project](#). This project aims to connect and build relationships between library and job center staff and is made possible by a grant from the Institute of Museum and Library Services administered by the Wisconsin Department of Instruction.

Delivery

Matczak said that effective Monday, March 8, WVLS recommended a 24-hour quarantine for library materials received by courier. Libraries are free to quarantine longer than this recommendation based on staff comfort levels and/or if following local/municipal/county guidelines. Courier bins should continue to be labeled with the time and date that it was last closed. The WVLS courier guidelines have been updated to reflect this change and shared with member libraries.

Matczak reported that she and Sepnanski have been in regional delivery discussions led by Bruce Smith, Library Services Projects Coordinator for the Wisconsin Department of Public Instruction Public Library Services Team. Based on the recommendations from the PLSR (Public Library System Redesign) Delivery Workgroup, Bruce is working with the library systems in the southern half of the state on implementing more efficient, cost-effective delivery. WVLS anticipates that the northern library systems will be working with Bruce sometime in 2022.

Ralph Illick left the meeting at 11:23 a.m.

Public Library Services

- Machones said the NWLS/WVLS IDEA Team will be meeting several times over the next six months to produce Digital Byte content on inclusive terminology to use when servicing and interacting with patrons. Topics will include terminology on race, gender, sexuality, and disabilities.

Inclusivity, Diversity, Equity in Action (IDEA) continuing education series - Thanks to LSTA funding through the Institute of Museum and Library Services, a group of Wisconsin consultants, including Machones, are planning a series of facilitator-led webinars, workshops, and mini-grants to support diversity, equity, and inclusion (DEI) efforts in libraries and

communities. The training will start in the summer of 2021 and is expected to continue through 2022.

The “Toward One Wisconsin” Conference will be held in-person in Eau Claire on October 12 and 13. This year’s conference theme is ‘Breaking Barriers, Building Bridges.’

- Hamland said area youth services librarians continue to meet online each month to discuss timely and seasonal topics. Anne Hamland implemented these monthly meetings during the onset of the pandemic in 2020 as the YSIE (Youth Services Information Exchange) in-person opportunities were no longer possible. Librarians from [WVLS, NWLS, IFLS, and northern SCLS](#) attend as they are able. Variety in attendance contributes to great discussion and idea generation. These meetings are held in conjunction with consultations and communications on youth services.

Hamland will be calling area adult services librarians to check in on services, programs, successes, and struggles. These phone calls compliment the routine consultations and communications in the area of-adult services offered through WVLS.

- Hamland said library website services and website functionalities have expanded as the partnership between the LEAN WI website team, and member library webmasters continues to grow and evolve. Capitalizing on this momentum, the LEAN WI website team is working with webmasters to ensure sustainability and standardization of these services.
 - Webpages for virtual pre-recorded and live-streaming programming and performances.
 - New title browsing using curated carousels: adult fiction, DVDs, children’s fiction, audiobooks, Battle of the Books lists, and others.
 - User-initiated appointment scheduling for curbside pickup, computer use, browsing.
 - User-initiated online registration for digital only or full-access library cards.
 - Mobile friendly and accessibility first adjustments.
 - Internet speed tests to assist with broadband access and quality across Wisconsin.

Resource Sharing (WISCAT, Wisconsin Digital Collection, Lend Items)

Metzler reported the enhancements to WISCAT and mentioned the upcoming user group meetings. The Wisconsin Public Library Consortium (WPLC) Annual Meeting is scheduled for Thursday, April 29 at 10 a.m. Due to a cooperative purchase by a few Wisconsin systems and libraries, [magazines have been added](#) to Wisconsin's Digital Library for the whole state to enjoy. The collection includes over 3,000 titles. All are simultaneous use and can be accessible via the website, and Libby and OverDrive apps. The [WPLC Dashboard](#) offers a fun way to visualize the circulation of the WPLC collection.

Metzler also noted that the Northern Waters Library Service’s Memory Kits are now part of the shared WVLS and IFLS Library System Makerspace/Equipment collection. Keep an eye on the [Makerspace webpage](#) for more information about available kits. All libraries in the WVLS area are eligible for these kits, with directions to register for the booking software on the webpage. As items are sent to libraries through system courier, school libraries need to make arrangements with a local public library to receive and return items from this special collection.

ILS/V-Cat Projects

Zimmermann said V-Cat continues to strive toward consistent borrowing experiences for library users. Activities include:

- Implementing uniform check out periods for all libraries (as passed by V-Cat Council in 2020).
- Reviewing notices schedule, frequency and content to find areas for consistency.

- Selecting a discovery layer product that meets the needs of library users as expressed in library staff responses and a library user survey. (led by V-Cat Council).

Updates to V-Cat database maintenance:

- The Cooperative Circulation Committee is working on review of patron records standards.
- WVLS is considering ways to assist libraries with monthly reports and circulation tasks related to item statuses and patron records.
- The Bibliographic and Interface Committee, cataloging staff at WVLS libraries, and WVLS staff continue to work on a project to add subject headings to records where appropriate.
- The Bibliographic and Interface Committee continues to evaluate the quality and searchability of bibliographic records.

WVLS will be working on the following over the next several months:

- Gather feedback from member libraries to evaluate libraries' satisfaction with the effectiveness of V-Cat.
- Collaborate with ILS administrators from other library systems using Sierra and continue to explore opportunities.
- Refine current processes to automate report generation and data visualizations.
- Develop and promote ILS training using a variety of delivery methods.

Technology System Collaborations

Klingbeil said in 2019, [SRLAAW](#) began discussing potential models of project governance in response to the (then) new Statewide Backup and Archiving Collaboration that was in development. WPLC now has two new committees: the [Technology Collaboration Steering Committee](#) and the [Technology Collaboration Operations Committee](#); each well-represented by system directors and technology managers within the LEAN WI partnership.

The Statewide Backup project continues implementation. The most recent setback was the discovery of failed hardware in the LEAN WI hosted appliance stack during an onsite implementation and configuration visit scheduled with Dell engineers. Kris Schwartz (IFLS Library System) is working with Dell to coordinate replacement and a reschedule of the implementation and configuration effort.

LEAN WI partners will be working to consolidate antivirus licensing as the second stage of Faronics licensing consolidation. During the second and third quarters of 2021, LEAN WI will be reviewing strategies to combine licensing within the Faronics product set with Cloud AV or Enterprise AV and will also be considering alternative products that fit within current licensing schemas (such as Microsoft Endpoint Protection).

Paula Norman left the meeting at 11:41 a.m.

Janay Ziebell left the meeting at 11:46 a.m.

ANNOUNCEMENTS: Roberts asked if anyone had announcements to share. Nothing was reported.

SELECT AUGUST MEETING DATE: The next meeting will be Wednesday, August 18, 2021 at the WVLS office. The call to order will be at 9:30 a.m.

ADJOURNMENT: FRANDRUP/STEVENS MOTION to adjourn. Meeting adjourned at 11:58 a.m.

Respectfully submitted by Jamie Matczak