

**WVLS Library Advisory Committee  
August 18, 2021 – Online Via GotoMeeting**

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

**Members Present:** Dominic Frandrup, Jessica Zellers, Leah Giordano, Tammie Blomberg, Teresa Hall, Katie Aldrich, Julie Beloungy, Maxx Handel, Paula Norman, Peggy O’Connell

**Members Absent:** Janay Ziebell, Kay Heiting, Cindy Lemerande

**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:** FRANDRUP/BELOUNGY MOTION to approve the agenda as published. All aye. Motion carried.

**MINUTES:** FRANDRUP/BLOMBERG MOTION to approve the minutes of the April 8, 2021 meeting as presented. All aye. Motion carried.

*Peggy O’Connell joined the meeting at 9:36 a.m.*

**INTRODUCTION AND ROUND TABLE DISCUSSION ON LIBRARIES AND TECHNOLOGY NEEDS:**

Committee members were invited to introduce themselves. Klingbeil led a discussion on libraries and their technology needs. Several members commented that wireless printing, laptops, and having updated computers were priorities. A survey was sent to the members ahead of time for feedback. These were the questions and responses:

**1. What technology resources or needs have library patrons been requesting/wanting in the last six months?**

Wireless printing - 4  
 Wi-Fi hotspots - 3  
 Private rooms for Zoom/online meetings - 2  
 Scanning services - 2  
 Overdrive/Libby support on devices - 2  
 Self checkout - 1  
 24/7 Wi-Fi - 1  
 Laptops for checkout - 1  
 More Ebooks - 1  
 Documentation on printing-pitfalls - 1

**2. How have libraries of your size/type shifted programming and resources to respond to those needs?**

24/7 wireless and extended range - 2  
 Adding external Wi-Fi antennas - 1  
 Opened up available meeting/study rooms - 1  
 Purchased more hot spots and laptop - 1  
 Donations from foundation to Ebooks - 1  
 Offering wireless printing - 1  
 More online/outdoor programming - 1  
 More online attendance - 1

One-on-one tech assistance - 1  
 Printing documents for Patron pick up 1

### 3. What technology trends or needs do you envision for 2022?

Virtual meeting needs - 3  
 Basic technology/unemployment help - 2  
 Wireless printing - 2  
 Wi-Fi access - 1  
 Library supported streaming services - 1  
 Remote work - 1  
 Online/outdoor programming (and recording in bad weather) - 1

Private meeting spaces - 1  
 Headphones/mics with noise reduction - 1  
 Updated computers - 1  
 Not sure - 1

### 4. How can WVLS assist with barriers and challenges related to technology trends and needs?

Offer Wi-Fi hotspots to member library patrons - 2  
 Offer video streaming service resources - 1  
 Help with setup of laptops/ tablets available for short term checkout - 1  
 Group contract with Princh - 1  
 "How To" instructions for different devices - 1  
 Technology support - 1  
 Help with installation - 1  
 Advice on equipment to purchase - 1

#### **DRAFT 2022 WVLS SYSTEM PLAN AND BUDGET:**

Sepnafski moderated a review of the Draft 2022 WVLS System Plan with staff members taking turns speaking to changes in the respective sections for which they have primary oversight and responsibility for execution. Sepnafski explained that review and revision of system services is a continuous process. It is informed by state level meetings with staff from other systems, assessment of DLT-and WVLS-sponsored surveys, county and local public library board meeting minutes and less formal communications with colleagues from within WVLS and throughout the state. These opportunities keep WVLS current on national, state and regional trends; aware of operational, funding and service changes within other systems; and mindful of service challenges within WVLS membership. These opportunities and resources also help to challenge assumptions and jumpstart imaginations as staff works to improve the plan of service.

No changes to the plan were recommended by LAC members.

**HALL/FRANDRUP MOTION** to recommend approval of the 2022 WVLS System Plan to the WVLS Board of Trustees. All aye. Motion carried.

Sepnafski provided an overview of the Draft 2022 WVLS Budget. Zimmerman reviewed the V-Cat budget that was passed at the V-Cat Council meeting in June. Klingbeil presented the LEAN WI and IT Budgets.

As far as the increase in state aid, Sepnafski noted the maintaining funds in the reserve will help maintain a contingency strategy reflective of the paused MCPL system membership question, given an MCPL exit from WVLS would mean a 40% reduction in state aid. WVLS would also prioritize these funds in hiring a full-time office manager position.

Sepnafski stated that the budget supports the system plan initiatives and that the budget presented is balanced.

No changes to the budget were recommended by LAC members.

**NORMAN/O'CONNELL MOTION** to recommend approval of the 2022 WVLS Budget to the WVLS Board of Trustees. All aye. Motion carried.

### **2023 TECHNOLOGY PLANNING GUIDE DRAFT**

Klingbeil highlighted the plan for WVLS member libraries for 2023. Besides format changes in the draft, he noted any changes between August 2021 and this time next year should be nominal.

No changes to the draft were recommended by LAC members.

**FRANDRUP/BELOUNGY MOTION** to recommend approval of the 2023 Technology Planning Guide Draft to the WVLS Board of Trustees. All aye. Motion carried.

### **WVLS SERVICE UPDATES**

#### **Professional Learning Funds**

WVLS is receiving LSTA funding for 2021-22 for continuing education and professional development for its member libraries. These funds should help offset costs to participate in continuing education courses and attend statewide and national conferences. More information will be shared as its available.

#### **ARSL Scholarships**

Because of the additional funding mentioned above, WVLS was able to offer additional scholarships to attend the ARSL (Association of Rural and Small Libraries) Conference on October 23-26 in Reno, Nevada. Additional recipients are Teresa Hall (Loyal Public Library), Julie Beloungy (Thorp School District and WVLS LAC Member), and Jenny Jochimsen (Abbotsford Public Library).

### **Continuing Education**

- **Tech Days 2021 Online**  
Scheduled for September 15-16, 2021. Four sessions will take place over two days.  
[Registration is open.](#)
- **Staff Empowerment Series**  
Based on feedback from a Spring Continuing Education series, Jamie is developing a Fall Webinar Series on staff empowerment. Webinars will be held on September 22 and 29, and October 6. All webinars will take place at 1 p.m. More information and details on registration are available on the [WVLS website](#).
- **Library Marketing Plan Workshop and Mini-Grant Opportunities**  
Members of the Public Library System Marketing Cohort are developing a Library Marketing Plan workshop and mini-grant opportunity for libraries. The workshop will take place on Friday, November 12. Following the workshop, 15 mini-grants will be made available to libraries across the state to implement a marketing plan in early 2022. More information will be shared in September. This project is supported by the Wisconsin Department of Public Instruction (DPI), Public Library Development Team, with funding support from the Institute of Museum and Library Services (IMLS).

- **WVLS Director's Retreat Update**

Due to rising COVID cases and the uncertainty of the next few months, WVLS has decided to postpone the WVLS Director's Retreat, scheduled for Friday, October 15, until further notice. This decision was made with much consideration. WVLS staff feel that pivoting this event to online would not have the same impact. We look forward to the day that we can all safely "Come Together" and have this face-to-face experience.

### **Inclusive Services**

- The NWLS/WVLS IDEA (Inclusivity, Diversity, Equity in Action) 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. Terms that will be covered are race, gender, sexuality, and disabilities.
- Thanks to LSTA funding through the Institute of Museum and Library Services, a group of Wisconsin consultants, including Sherry 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 late 2021 and is expected to continue through 2023. The NWLS/WVLS Team will lead this series.
- 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.' There will be four tracks of sessions: Increasing Opportunities for Inclusion in Wisconsin's Workforce, Creating Inclusive Communities, Cultivating Equity in Education, and Building Health Equity in Wisconsin.

### **Youth and Adult Services**

The **Annual WVLS Youth Services Workshop** will be held virtually on Thursday, December 9. Minocqua Public Library's **Erica Dischinger**, Youth Services Librarian, and **Jennifer Davis**, Teen Services Librarian, will be showcasing their successful youth programs and processes.

Librarians who serve young library users continue to meet monthly to discuss timely and seasonal topics.

Check ins continue with WVLS area adult services librarians to discuss services, programs, successes, and challenges. Planning for the annual adult services workshop will begin soon.

### **Workforce Development**

- The DPI Public Library Development Team and the Wisconsin Department of Workforce Development are partnering with a marketing firm to promote workforce resources in libraries as part of the [Libraries Activating Workforce Development Skills \(LAWDS\) project](#). A Workforce Development Marketing Toolkit with social media images, press release templates, scripts for radio ads and more will be made available. This project aims to connect and build relationships between library and job center staff and is made possible by an IMLS grant administered by DPI.
- WVLS public library staff were invited to attend their choice of three virtual workshops offered through the [LAWDS project](#). Library staff and workforce partners gathered to learn about services and resources provided by job centers, workforce partners, and libraries. Attendees toured online resources, worked through service scenarios, and brainstormed communication and collaboration strategies going forward. [Find recordings here.](#)

### **LEAN WI Website Service**

Lean WI is moving ahead in providing website design, website building, quality control, hosting, and domain name services to member libraries in all three partner systems: WVLS, IFLS, and NWLS.

## WISCAT Updates

- The [WISCAT listserv](#) is the best way to stay informed on everything related to WISCAT.
- The next WISCAT User Group Meeting is at 10 a.m. on Tuesday, November 9.
- WISCAT libraries were recently encouraged to [shorten loan times](#) back to the recommended 35 days.
- Public Library System ILL coordinators worked together to review [the ILL Guidelines Document](#), which was last reviewed and updated in 2016. It will now go to COLAND for review.

## Wisconsin Digital Collection

- The WVLS Advantage Collection will be receiving an IMLS LSTA grant from DPI in the next few months, as well as a generous donation from the Antigo Public Library Foundation. This boost to the WVLS collection will help shorten wait times for popular digital items.

## Makerspace Collection

- [This collection](#) is available to all libraries in the WVLS service area. School, academic or special libraries need to arrange pickups at a local public library.
- Northern Waters' Memory Kits are now available. These kits are helpful for library staff who work with older adults.

## V-CAT Projects

- **The project to improve bibliographic records without subject headings continues.** V-Cat will use special project funds to outsource the improvement of bibliographic records without subject headings.
- **V-Cat Council** is working toward standardizing messages in circulation notices. They will also consider sending **pre-expiration notices to library users** 30 days before a library card's expiration date.
- **V-Cat trainings** will be offered this fall, and WVLS staff will continue to offer trainings upon request. WVLS Staff are considering Sierra training open office hours and Sierra Snacks video tutorials.
- **The transition to uniform checkout periods passed in 2020 is nearly 50% complete**, and all V-Cat libraries have scheduled a transition date in the next three months.
- WVLS took the first steps in **ILS evaluation and review** by conducting a survey to gather feedback from member libraries to assess challenges experienced with Sierra. Results will be made available in September.

## Discovery Layer Update

After careful consideration by members of V-Cat Committees and WVLS Database Advisory group and WVLS staff, the **V-Cat Council selected [Aspen Discovery](#) as the next discovery catalog for library users**. The Aspen Discovery layer will improve the search and discovery experience for V-Cat library users.

The hands-on implementation and configuration window is roughly October 2021 through January 2022, but details are yet to be determined. There will be multiple phases of training and implementation including Administration, Customization and Integration, Patron Experience Training, Testing and Soft Launch.

WVLS looks forward to bringing a better search and discovery experience to library users. Features include:

- Better performance of the public catalog via any mobile device

- Easier browsing of a title (print, e-book, audio book etc.) within one search result
- Ability to save searches
- Alerts when new, relevant materials arrive
- Creating, managing, and sharing lists of favorite books
- Highlighting events and online resources to library users with relevant searches

### **Technology System Collaborations**

- The Statewide Backup project continues implementation. The new WPLC [Technology Collaboration Steering Committee](#) is developing governance and funding proposals for WPLC.
- The WPLC Technology Collaboration Operations Committee is exploring at least two proposal tracks of interest to LEAN WI partners: Statewide Deep Freeze licensing consolidation and statewide EZ Proxy licensing collaboration.
- LEAN WI partners are working to consolidate antivirus licensing as the second stage of Faronics licensing consolidation. The multi-year licensing terms for all three LEAN WI partners end this fall and renewal negotiations began this month.
- LEAN WI partners are preparing to coordinate on LSTA funds and [American Rescue Plan Act of 2021 \(ARPA\)](#) funds. Concrete funding support information is not yet available.

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

**SELECT APRIL 2022 MEETING DATE:** The next meeting will be Tuesday, April 5, 2022. The call to order will be at 9:30 a.m.

**ADJOURNMENT:** O'CONNELL/FRANDRUP MOTION to adjourn. Meeting adjourned at 12:07 p.m.

Respectfully submitted by Jamie Matczak