

March 24, 2022

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 Tuesday, April 5, 2022 in the WVLS Office, lower level, Marathon County Public Library, 300 N. First St., Wausau, WI.

### **AGENDA**

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| 9:00 AM  | Refreshments and conversation  |
| 9:30 AM  | Call to order<br>Roll Call<br>Agenda Revisions<br>Approval of the minutes of the August 18, 2021 meeting<br>Appointment of a Nominating Committee<br><br>Introduction and Round Table Discussion on Time Management/Communications   |
| 10:45 AM | Break – Nominating Committee will caucus to recommend candidates for 2023 Vice President/President-Elect.  |
| 11 AM    | Report of the Nominating Committee<br>Election of the 2023 Vice President/President Elect<br><br>Follow-up on Technology Needs   |
| 11:15 AM | WVLS Service Updates <ul style="list-style-type: none"> <li>• Grant Projects</li> <li>• Continuing Education and Training</li> <li>• Public Library Services</li> <li>• Resource Sharing</li> <li>• ILS/V-Cat Projects</li> <li>• Technology System Collaborations</li> </ul><br>Announcements<br>Select August Meeting Date |
| 12 PM    | Adjournment  |

Your attendance at this meeting is important. If you are unable to attend, please contact Jamie Matczak (jmatczak@wvls.org) by 12 pm on Friday, April 1. 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 Friday, April 1 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  
Meeting Minutes – Draft  
April 5, 2022; WVLS Office**

**CALL TO ORDER:** President Virginia Roberts called the meeting to order at 9:31 a.m.

**Members Present:** Dominic Frandrup, Jessica Zellers, Leah Giordano, Teresa Hall, Katie Aldrich, Maxx Handel, Peggy O'Connell, Kay Heiting, Erica Brewster, Rita Ludvigsen, Jacob Stingl

**Members Absent:** Julie Beloungy, Janay Ziebell, Paula Norman, Cindy Lemerande, Brandon Hardin

**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/HALL MOTION to approve the agenda as published. All aye. Motion carried.

**MINUTES:** GIORDANO/FRANDRUP MOTION to approve the minutes of the August 18, 2021 meeting as presented. All aye. Motion carried.

*Rita Ludvigsen joined the meeting at 9:38 a.m.*

**INTRODUCTION AND ROUND TABLE DISCUSSION ON TIME MANAGEMENT**

Committee members were invited to introduce themselves. Matczak then led a discussion on time management and communications that included results of a survey submitted to committee members prior to the meeting. Survey results follow.

**How do you stay organized in day-to-day library activities? What specific tools do you use?**

- Google products
- Google calendar, Excel
- Lists with pen and paper. Priority "piles" on my desk.
- Calendar, Google Keep, Tasks, Planner
- Destiny Library Manager, Google sheets, Reservations
- Two to-do lists: one that has deadlines and one that doesn't
- A lot of notes, and cross off as I finish the task.
- Day planner
- Take a log of tasks, minute by minute
- Chanty - free version

**In the last four months, what shifts have you made in duties or services to help you manage your time?**

- Delegate tasks to support staff, skim email newsletters (rather than in-depth reading)
- Revamped our training for new employees
- Delegate more
- Training support staff to handle Tier I technology questions
- Professional mental health support
- Working in the office instead of at the circulation desk
- EAP programs
- Rounding techniques with staff

**What metrics or measurements do you use when deciding to maintain a duty or library service, or whether it's time to make a shift?**

- Deciding how many copies of a title to purchase
- Patron reaction
- Data
- Patron feedback along with checkout numbers
- Usage statistics and patron feedback
- Cost of staff time and materials.
- Talk with work colleagues
- Tracking usage
- Statistics

**REPORT OF THE NOMINATING COMMITTEE:** Roberts and Frandrup selected Aldrich as the 2023 Vice-President/ President-Elect.

**ELECTION OF THE 2023 VICE PRESIDENT/PRESIDENT ELECT:** FRANDRUP/ROBERTS MOTION to approve Aldrich as the 2023 LAC Vice-President/President-Elect. All aye. Motion carried.

**FOLLOW-UP ON TECHNOLOGY NEEDS:** Klingbeil reported that the August 2021 meeting focused on a survey related to technology needs. He noted that wireless printing came across as a patron request, as well as assisting directors with technology needs. In 2022, LEAN WI will be focusing on partnering with Princh on mobile printing. Several wi-fi hotspots have been procured for member libraries as well.

**WVLS SERVICE UPDATES:**

**Resource Sharing**

Metzler reported the best way to stay informed about WISCAT was to [sign up for the WISCAT listserv](#), attend WISCAT User Group meetings, and to visit the WISCAT website for resource sharing announcements and meeting links. She mentioned that Wisconsin has a strong tradition and culture of sharing resources and that WISCAT is running close to pre-pandemic capacity.

Wisconsin Digital Collection just added 50 'always available' audiobooks to the WI Digital Library collection. These titles will be active until March 18, 2023, and are curated in the "Always Be Listening" collection in Libby.

**ILS/V-Cat Projects**

Zimmermann reported on the following:

- The new [V-Cat Strategic Plan for 2021-2023](#) is available on the [V-Cat Resources and Documents page](#).
- The Aspen Discovery implementation is nearly complete with only four V-Cat libraries remaining to transition to the new product. When asked what would be the most helpful way to communicate news on Aspen changes, the Committee suggested an email that is archived on the WVLS website.
- The transition to standard checkout periods is complete.
- The V-Cat ILS Evaluation and Review Committee held its first meeting on March 10. Formed by the V-Cat Council in February, the committee plans to meet monthly.
- Milwaukee County Federated Library System and Northern Waters Library System are also working through ILS Evaluation and Review processes.
- DPI is allocating LSTA funds for collaboration among systems for discovery and resource sharing during the 2022-2027 fiscal years. WVLS will be looking for opportunities to collaborate

with other systems.

## Grant Projects

### **Library Marketing Plan Workshop and Grant Update:**

Matczak said the 15 public libraries selected in 2021 to receive Library Marketing Plan Mini-Grants are now working on their marketing plans and other activities stated in their grant applications. During this aspect of the grant project, she and other members of the Public Library System Marketing Cohort are offering support and guidance to grant recipients. The project will continue until May 2022.

Rhineland District Library was one of the 15 libraries awarded a Library Marketing Plan Mini-Grant.

### **Klingbeil provided updates on the following grants:**

- **2021 LSTA (FY21/22) Technology – Increase Capacity for Technology Tools and Resources Sparsity Aid:**  
LEAN WI partners were allocated \$108,490 in aggregate. The \$82,000 project to fund Princh Mobile Print Management services for all public libraries in the LEAN WI footprint was attached to the initial application for this grant. Planning for the utilization of remaining LSTA allocations will follow the planning of ARPA grant funds (see next bullet) to support non-conflicting projects.
- **2021 ECF (FY21/22) – [Emergency Connectivity Fund Program](#):**  
LEAN WI partners submitted two applications for federal Emergency Connectivity Fund grants managed by the Universal Service Fund Co (USAC) via the E-Rate Productivity Center (EPC) portal. The first application was for 110 laptops with a funding cap at \$400 each totaling \$44,000. The second application was for 240 mobile hotspot devices and data plans for January 2022 – June 2022 (the allowed period of performance) totaling \$51,247. On March 18, 2022, both grants were awarded. LEAN WI partner systems will be working with member libraries to distribute devices, and coordinate processes and operational aspects of this project to begin lending devices to users as soon as feasible.
- **FY21/22 ARPA Grants to States (G2S) – Additional Covid Response Support:**  
LEAN WI partners were allocated \$195,791 in aggregate. LEAN WI partners will still be focusing on major projects under ARPA including capital equipment updates originally intended for 2021, and additional updates to improve capacity and cost efficiency within the LEAN WI virtualization platform. Those and ARPA grant projects/progress updates [are available via the LEAN WI landing page for ARPA](#).

## Continuing Education and Training

### **Matczak highlighted the following:**

- In January, a continuing education survey was sent to members in WVLS, NWLS, Southwest Wisconsin Library System and the IFLS Library System. Participants could choose their top areas for webinars. The results showed “Countering Misinformation,” “Local Advocacy” and “Creating a Positive Work Culture “ as the top areas of interest.
- Using the survey results as a guide, a Spring Webinar Series was developed on the following topics:

**Enhancing Your Workplace Culture** with Brenda Viola, Communications Consultant  
Tuesday, April 19; 12 p.m.

**Where Does the Money Come From? Public Library Funding in Wisconsin** with John Thompson, IFLS Library System Director  
Thursday, April 28; 1 p.m.

**Public Libraries and Fake News: How to Educate and Inform in the Age of Disinformation** with Barbara Alvarez, Information Specialist and Sam Molzahn, Adult Reference and Technology Librarian from the Franklin Public Library  
Thursday, May 5; 10 a.m.

[Descriptions and Registration Information are available here.](#)

- Continuing Education Events for Summer/Fall 2022 include:
  - Wisconsin Trustee Training Week: August 22-26
  - Tech Days (Virtual): September 20 and 21
- WVLS continues to produce Digital Bytes once a month. Several topics for upcoming Digital Bytes will be provided by the NWLS/WVLS IDEA (Inclusivity, Diversity, Equity and Accessibility) Team and the MCPL Director, however Matczak welcomes topic ideas for Digital Bytes topics from colleagues anytime. All current and future Digital Bytes can be [viewed on the WVLS webpage](#).

## Public Library Services

### Inclusive Services:

- Machones said the NWLS/WVLS IDEA (Inclusivity, Diversity, Equity and Accessibility) Team will be meeting over the next few months to brainstorm Digital Byte content on inclusive subjects. The group is always looking for new members.
- Thanks to LSTA funding through the Institute of Museum and Library Services, several consultants, including Machones, are continuing their work on “Wisconsin Libraries Talk About Race, a series of facilitator-led webinars, workshops, and mini-grants to support diversity, equity, and inclusion (DEI) efforts in libraries and communities across Wisconsin.
- Throughout the month of April, there will be small group discussions covering the March topic 'Engaging in Sensitive Conversations & Handling Pushback'. The last module in the series, 'Understanding Why Diversity, Equity, and Inclusion Matter in Majority White Spaces,' will be released on April 14. Small group discussions on this topic will be held throughout May.

### Youth & Adult Services:

#### Anne Hamland shared the following:

- WVLS public libraries are ramping up plans for summer 2022 including in-person performers supported by the WVLS Summer Performers Grant. Summer programming for 2020 and 2021 did not feature many in-person programs with the ongoing pandemic. Increasingly, libraries are using larger, local indoor or outdoor space to allow for ventilation, social distancing, and safe gathering this summer. Participation is close to 100 percent.
- With funding from a Institute of Museum and Library Services Library Services and Technology Act grant, the Wisconsin Department of Public Instruction awarded two discretionary grants to

WVLS to fund Beanstack contracts on behalf of [Wisconsin public libraries](#) and [Wisconsin DPI schools](#) through 2023.

Early in 2022, Beanstack announced [Beanstack Tandem](#), a new service that “allow[s] students and teachers to link their school and library accounts. This is a great way to encourage collaboration between schools and public libraries, and boost participation in reading challenges.”

There are over 50 Wisconsin schools and over 120 public libraries using Beanstack. [Information and webinars for Beanstack Tandem are available now](#) for libraries to learn how to use the service. WVLS is looking forward to assisting libraries and schools using Beanstack.

- A [toolkit](#) to promote the services, resources, and programs that libraries provide for job seekers and the under-employed was released for libraries to use online and in their marketing efforts.

Images to complement pre-existing Job Seeker Resources webpages were integrated on websites for libraries in WVLS, IFLS Library System, and NWLS through the LEAN WI partnership.

The Department of Public Instruction Public Library Development Team and the Wisconsin Department of Workforce Development partnered with a marketing firm to promote workforce resources in libraries as part of the [Libraries Activating Workforce Development Skills \(LAWDS\) project](#). The LAWDS project aims to connect and build relationships between library and job center staff.

- The LEAN WI partnership continues to provide website design, website building, quality control, hosting, and domain name services to interested member libraries in the three partner systems: WVLS, IFLS, and NWLS.

## Technology System Collaborations

Klingbeil reported on the following projects:

- The LEAN WI broad [landing page for Grants](#) is a work in progress. Part of the intent of that resource and the dedicated landing pages for certain grants or individual sub-projects is to deduplicate reporting efforts across the partnership. The LEAN WI website, once fully staged, is intended to be usable as a “live” reporting tool for all common service areas and services supported by the LEAN WI partners.
- Via the Emergency Connectivity Fund, LEAN WI was awarded 240 mobile hot spots and service plans. Each library will receive two devices per site.
- Backup and Archive appliances are now operating in production, and the production backups have been migrated to the new system. LEAN WI maintains one site of a two-site colocation system in collaboration with SCLS and other participant library systems. The LEAN WI partnership is well represented within the Wisconsin Public Library Consortium’s (WPLC)’s newest governance arm, the [Technology Collaboration Steering Committee](#), along with the three subcommittees for operations and specific project steering.
- LEAN WI partners are testing an alternative managed Antivirus product along with an application version management utility (already in production use by NWLS) as part of a joint effort intended to consolidate Antivirus licensing and client management and common application updates support.
- LEAN WI partners are supporting a large multi-site implementation of Princh Mobile Printing services. Libraries that expressed interest will be set up and operating with this service by the

end of April. This service will be available over the next several years.

- LEAN WI partners procured 250 seats of MS Office Desktop licensing at state-contracted discounts to ensure member libraries have continued access after the loss of availability through Tech Soup. The partners are working out a joint usage and cost sustainability model and will continue to monitor changes to MS licensing programs. This “soft service” update will be presented more formally to member libraries within the LEAN WI partnership.
- Tomahawk Public Library is planning a comprehensive network cabling update project including moving the library’s main networking equipment to a new area and expanding WiFi coverage inside and outside the building.
- WVLS and MCPL tech support teams are working together on the first stage (discovery) of a soft project to help bring WVLS’ awareness of MCPL network operations and operational documentation up to date.

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

**SELECT AUGUST 2022 MEETING DATE:** The next meeting will be Wednesday, August 10, 2022. The call to order will be at 9:30 a.m.

**ADJOURNMENT:** HALL/FRANDRUP MOTION to adjourn. Meeting adjourned at 11:57 a.m.

Respectfully submitted by Jamie Matczak