



August 4, 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 Wednesday, August 10, 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 | <p>Call to order</p> <p>Roll Call</p> <p>Agenda Revisions</p> <p>Approval of the minutes of the April 5, 2022 meeting</p> <p>Introduction of Members</p> <p>Round Table Discussion on Building Leadership Among the WVLS Community</p> |
| 10:15 AM | Draft 2023 WVLS System Plan and Budget |
| 10:45 AM | Break |
| 11:00 AM | Continue Plan and Budget Discussion |
| 11:15 AM | <p>2024 Technology Planning Guide Draft</p> <p>2023-24 WVLS Content Marketing Calendar</p> |
| 11:30 AM | <p>WVLS Services Update</p> <ul style="list-style-type: none"> ○ Scholarships and Grants ○ Continuing Education and Training ○ Public Library Services ○ WVLS Circulating Collection and Databases ○ ILS/V-Cat Projects ○ Technology System Collaborations <p>Select April 2023 Meeting Date</p> |
| 12 PM | Adjournment |

Your attendance at this meeting is important. If you are unable to attend, contact Jamie Matczak by 12 pm on Monday, August 8. Zoom® is available as an option for attendance. Contact Jamie no later than 12 pm on Monday, August 8 if you wish to participate in this meeting via remote access. Any person requiring special accommodation planning to attend should notify the WVLS office at 715-261-7250. This agenda has been sent to the official newspapers in Clark, Forest, Langlade, Lincoln, Marathon, Oneida and Taylor counties.

**WVLS Library Advisory Committee
August 10, 2022 – WVLS Office**

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

Members Present: Maria Pregler, Leah Giordano, Teresa Hall, Katie Aldrich, Maxx Handel, Erica Brewster, Rita Ludvigsen, Paula Norman, Julie Beloungy, Virginia Woods Roberts

Members Absent: Jacob Stingl, Cindy Lemerande, Brandon Hardin, Kay Heiting, Laurie Ollhoff

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

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

Maxx Handel joined the meeting at 9:33 a.m.

AGENDA REVISIONS: No revisions were made.

MINUTES: GIORDANO/HALL MOTION MOTION to approve the minutes of the April 5, 2022 meeting as presented. Nine aye. One abstain. Motion carried.

INTRODUCTION AND ROUND TABLE DISCUSSION ON BUILDING LEADERSHIP

Committee members were invited to introduce themselves. Matczak then led a discussion on time how WVLS can assist in building leadership that included results of a survey submitted to committee members prior to the meeting. Survey results and discussion follow.

1. The high turnover occurring in libraries across the WVLS area has impacted the depth and breadth of experiences, decision making, leadership and advocacy. WVLS provides mentors for new staff and offers scholarships and consultation services. What more can we do to help?
 - Make getting a degree more accessible for people in this area and more affordable. Pay a higher living wage/benefits.
 - Random check in phone calls with directors. The staying together conversations were good, maybe quarterly?
 - A list of contacts within our county who are on the different V-Cat committees-new staff could go to them in the event of questions. Tips on material buying resources. Tips on handling/hiring/keeping staff.
 - Every new manager feels completely alone at times. Maybe a reminder that this is completely normal?
 - Continue to support training, continuing education opportunities, and offering full scholarships to conferences.

2. Library staff have opportunities to network by attending workshops, conferences, and meetings. What can WVLS do to enhance/improve the value of these interactions? What networking prospects might we want to consider?
 - More inclusion of school libraries & their organizations.
 - Organic opportunities are much more effective, for me anyway. In other conferences, my best networking has happened when vendors have hosted lunches or coffee.
 - I think these are good, just difficult to fit in. I prefer in-person meetings, but travel takes a large part of the day.
 - After-meeting camaraderie chances have been valuable. Making sure we know who the directors are in our county.
 - Have attendees visit V-Cat or LAC in person or virtually to present on their experiences.
 - Continue the WVLS mentoring program. Having someone for focused staff and a peer relationship, is crucial for success.

- Continue training on Overdrive, Libby, etc. Library staff need reminders and updates on the statewide tools provided.

DRAFT 2022 WVLS SYSTEM PLAN AND BUDGET:

Matczak 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 said this draft plan continues to incorporate many of the **Standards for Systems** that were approved by SRLAAW in August 2013. Also, it supports the recommendations outlined in the DLT–sponsored **LEAN Study of Wisconsin Public Library Systems** and, the **Public Library System Redesign study** in that WVLS continues to aggressively explore and, in some cases, implement partnerships with other systems to provide improved service to our members. The last several years have demonstrated unprecedented collaborative activity in the areas of technology, continuing education, consulting, workforce development and marketing, and increased discussions surrounding ILS and system mergers.

No changes to the plan were recommended by LAC members.

Maxx Handel left the meeting at 11 a.m.

NORMAN/HALL MOTION to recommend approval of the 2023 WVLS System Plan to the WVLS Board of Trustees. All aye. Motion carried.

Sepnafski provided an overview of the Draft 2023 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. Sepnafski noted:

- The total amount requested from counties is unchanged. The 2023 amount is the same amount as in the past budgets for almost a decade.
- State aid to systems is up approximately 8% or \$85,000 over what was received in 2022.
- Expenditure highlights:
 - **Postage/Delivery** – This account is up almost \$40 thousand to cover potential increases for in-system courier service through Waltco and to continue the vendor-sort option.
 - **Board Travel** – This account is up to accommodate increased interest to participate in WLA’s Library Legislative Day, and to attend the WAPL Conference in Oshkosh, the ALA Conference in Chicago and the WLA Conference in Middleton.
 - **Insurance, Dues, Audit** – This account is up to cover increases in costs for the WVLS financial audit and the cyber security insurance policy.
 - **Contracts** is down about \$7,000. With the hire of Brenda Walenton, those services are no longer needed.
 - **Library Materials** – This account remains flat. Also, the Library Materials Account continues subscriptions to databases WVLS currently offers its members, and the annual \$10,000 collection development grant to our resource library MCPL to purchase materials to more fully develop their collection as a resource library.
 - **The Payroll Liabilities** – This account is up \$5,000. It allows for vacation payouts when an employee resigns, and this payout along with sick leave conversions for health insurance premiums in the event an employee retires.
 - **Salaries and Benefits** – These accounts total \$863,335, which is an increase of approximately \$27,500 from the 2022 estimated actual. These accounts provide a **2% COLA** for staff and step increases for staff where they may be appropriate. The Benefits account also includes a **5%** increase in health insurance. In addition to wages for staff, the Salaries account provides for outsourcing projects should WVLS wish to pursue this.

- **Resource Development Fund** - \$500 is included within this account to cover donations to the Wessler Scholarship Fund in memory of deceased current or former WVLS staff members or trustees.

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.

BREWSTER/BELOUNGY MOTION to recommend approval of the 2023 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 2024. 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.

BREWSTER/LUDVIGSEN MOTION to recommend approval of the 2024 Technology Planning Guide Draft to the WVLS Board of Trustees. All aye. Motion carried.

WVLS SERVICE UPDATES

Scholarships and Grants (Klingbeil)

2021 LSTA (FY21/22) Technology – Increase Capacity for Technology Tools and Resources Sparsity Aid.

LEAN WI partners were allocated \$108,490 in aggregate. \$98,629 was allocated toward various projects including capital replacement, licensing updates, and Princh services. Approximately \$9,861 was allocated to overhead using the indirect cost rate method. LSTA grant projects/progress updates are available via [the LEAN WI landing page for LSTA](#).

2021 ECF (FY21/22) – [Emergency Connectivity Fund Program](#).

LEAN WI partners received notification of award for an application for 240 mobile hotspot devices and data plans totaling \$51,247. The partnership is working with Kajeet and has procured Mobile Hotspots and Data Plans. These devices are entering service in NWLS and IFLS and will be entering service in WVLS during August.

Library Marketing Plan Workshop and Grant (Matczak)

The 15 public libraries selected to receive Library Marketing Plan Mini-Grants completed their grant spending at the beginning of May. Because WVLS served as the fiscal agent for this project, Jamie Matczak and Brenda Walenton worked on sending over 25 reimbursements to the libraries. By mid May, each library submitted an online report, and a final project report was submitted to the DPI in June.

Activities from the libraries ranged from creating new logos to having publicity materials created in Spanish and Hmong. The cohort will be meeting this month to decide next steps and to possibly schedule a state-wide webinar to showcase the grant projects. 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.

ARSL Conference Scholarships (Matczak)

Four WVLS-area library staff have received full scholarships to attend the national 2022 Association of Rural and Small Libraries (ARSL) Conference in Chattanooga, Tennessee on September 14-17.

Recipients are: Maxx Handel, Frances L Simek Memorial Library, Medford; Carla Huston, Jean M. Thomsen Memorial Library, Stetsonville; Allison Puestow, Tomahawk Public Library; Laura Wood, Marathon County Public Library/Rothschild Branch.

Conference reports will be shared with the WVLS Board of Trustees later in the year. The scholarships are possible through 2022-23 LSTA professional learning funds.

Continuing Education and Training (Matczak)

- **Wisconsin Trustee Training Week:** August 22-26. One webinar each day at 12 p.m. [Register here.](#)
- **The Challenging Patron Workshop: Library Security, Safety, and Service at the Moments of Truth:** Friday, September 16 from 8:30 a.m. - 12 p.m. at the Marathon County Public Library. [Register here.](#)
- **Tech Days 2022 Online:** Scheduled for September 20-21, 2022. Four sessions will take place over two days. [Registration is open.](#)
- **Advocacy Series:** Based on feedback from a Spring Continuing Education series, Leah Langby (IFLS Library System) and Shauna Koszegi (Southwest Wisconsin Library System) are developing a Fall Webinar Series on advocacy in November and December. The series is developed on behalf of IFLS, Southwest, WVLS and NWLS. [More information](#), including registration, will be available soon.
- **Wild Wisconsin Winter Web Conference:** Jamie continues to work with Jean Anderson (SCLS) and Leah Langby (IFLS) on planning speakers for this annual state conference scheduled for January 25-26, 2023. The session tracks are Marketing, Management, Reference and Reader's Advisory (R&RA) and Sustainability. Several speakers have already committed! Registration for the conference will open in late November.

Several new Digital Bytes, short training sessions produced by WVLS staff and colleagues from other libraries, have been recorded and made available online:

- [Tools for People with Disabilities](#) One in four people in the U.S. live with a disability. In this Digital Byte, Jamie Matczak talks about five mobile tools that could be helpful for this demographic.
- [Breaking the Binary](#) In this Digital Byte, Sarah Wargin from Northern Waters Library Service discusses pronouns, gender identity, gender expression, and more.
- [Finding Books By Grade Level](#) In this Digital Byte, Katie Zimmermann focuses on finding books at a particular reading level, and more specifically, how to search Aspen for books using Accelerated Reader book level and Accelerated Reader interest level filters.

All current and future Digital Bytes can be [viewed on the WVLS webpage.](#) Topic ideas are always welcome.

Public Library Services Inclusive Services (Matczak, on behalf of Sherry Machones)

- The NWLS/WVLS IDEA (Inclusivity, Diversity, Equity in Action) Team members have reached capacity with local library projects and have taken a break from meeting. NWLS and WVLS staff have continued to make inclusive Digital Bytes.
- Thanks to LSTA funding through the Institute of Museum and Library Services, a group of Wisconsin consultants, including Sherry Machones, finished the series of facilitator-led webinars, workshops, and mini-grants to support diversity, equity and inclusion (DEI) efforts in libraries and communities called Wisconsin Libraries Talk About Race. Over 300 people participated in the six-month series. The same group of consultants has applied for another round of LSTA funding to expand on this work and are in the planning stages of the curriculum now, hoping to launch the professional development opportunity later this year and into the beginning of next year.

Youth & Adult Services (Hamland)

- The Annual WVLS Youth Services Workshop will be held at Marathon County Public Library – Wausau and is set for Friday December 2. Sarah Kyrie, Director of the Argyle Public Library will kick off the workshop and showcase successful programs and creative outreach as a small library. The second session “Summer Program Celebration and Preparation” will feature Melissa Highfill, Director of the Westboro Public Library, who will celebrate her first summer program and kick off group discussions on summer 2022 successes and brainstorm for summer 2023.
- Public and school librarians are invited to a youth librarian social on Saturday, September 24, starting at 2 p.m. at the Marathon County Public Library (Wausau) to explore the WVLS Makerspace Kit Collection available for all libraries to check out. As part of the sixth annual Central Wisconsin Book Festival, author Claire Swinarski will present on writing for middle grades and what makes a great book for local public and school librarians. Read [more about Claire's books here](#). A tour of the MCPL youth spaces will follow the presentation.
- Hamland will continue calls to librarians serving adults across the seven counties of WVLS to check in on services, programs, successes, and struggles. These phone calls complement regular communications concerning everything adult services. Planning for the annual adult services workshop will begin soon.

LEAN WI (Hamland)

- Website Service: WVLS integrated Aspen Discovery Layer into the V-CAT ILS and WVLS library websites in early 2022. Each WVLS member library provides a customized search experience for their users and library specific branding. [Find your library here](#) to test drive the new search experience.
- Tell Your Library Love Story
Hamland created a system-wide form to collect “[Tell Your Library Love Story](#)” submissions. The stories from library users collected through this tool paint a compelling picture of how libraries support their communities, stories which libraries can use in their advocacy efforts throughout the year. [Read testimonials](#) submitted through WVLS member libraries.

WVLS Circulating Collection and Databases (Metzler)

- Databases
 - WVLS staff are interested in hearing what type of databases your patrons need and would appreciate feedback on Gale Courses. Please do not hesitate to share with rmetzler@wvls.org.

- Also available from WVLS: Ancestry Library Edition (in public library use only), NovelList Plus, and Foundations in Wisconsin. More information about these resources [can be found here](#).
- WVLS Professional Collection
 - WVLS has a collection of professional topical materials available for borrowing with a V-Cat library card. Suggestions for additions to this collection can be sent to rmetzler@wvls.org.
 - Also available are professional journals, including Library Journal, School Library School, AudioFile, and Library Technology Reports. Please reach out to help@librarieswin.org for a full list of available titles.
- The Wisconsin Public Library Consortium (WPLC) Board approved the WPLC Budget for 2023 during the June meeting. This budget includes an increase to the buying pool of 5%. Additionally, there is an increase for the Digital Newspaper hosting and an increase to the project management amount. Libraries can review [this budget in full here](#).
- WVLS thanks the 2022 donors to the WVLS WPLC Advantage Collection:
 - \$2,000 Granton Area School
 - \$500 Turn-the-Page Book Club in memory of Sandi Rexrode (facilitated by Minocqua Public Library)

ILS/V-Cat Projects (Zimmermann)

The [V-Cat Strategic Plan for 2021-2023](#) is available on the [V-Cat Resources and Documents page](#).

- **Aspen Discovery**

Two work groups have been formed by the recommendation of WVLS staff to assist with Aspen related improvements.

An Aspen Grouped Records Work Group will identify and modify records in Aspen that need to be grouped or ungrouped.

A Forthcoming Fiction Work Group has been formed to curate a list of high interest / recommended forthcoming fiction titles.

WVLS staff is working to ensure minimal disruption for library users before sunsetting the classic catalog. Messaging and links have been added to the classic V-Cat catalog to encourage library users to make the transition to libraries' Aspen sites.

- **The V-Cat Cooperative Circulation Committee** is moving forward with several projects to move towards more consistency with circulation practices and patron records among V-Cat libraries.
 - Clarifying instructions for creating new patron records and definitions for patron record fields.
 - Creation of standards for library card application for all V-Cat libraries
 - Investigating standardization for purging unused/expired patron records
 - Investigating standardization for converting juvenile patrons to adult patrons and handling fines on juvenile patron accounts
 - Setting up automatic Overdrive merging of patron records when a new barcode number is assigned
- The **V-Cat ILS Evaluation and Review Committee** sent out a Request for Information to Innovative – Sierra and Polaris; Sirsi-Dynix - Symphony/BLUEcloud; The Library Corporation CARL-X/Carl Connect; Koha - Supported by Bywater Solutions; Evergreen - Supported by Equinox; Evergreen - Supported by MOBIUS/MOSS

Responses were received in late June and early July. The committee is reviewing responses to narrow the list of possible products and select vendors to invite for demonstrations.

- **LSTA Improved Discovery Solutions Grants**

- An LSTA grant pre-application for [A Cooperative Cataloging Project](#) with seven Wisconsin library systems was pre-approved by the Wisconsin Department of Instruction.
- An LSTA grant pre-application for [A Joint ILS Consortium Exploration Project](#) with Northern Waters Library System was pre-approved by the Wisconsin Department of Instruction.

- **Reports Provided by WVLS on a Regular Basis**

In addition to the V-Cat Dashboard, WVLS staff have increased the number of reports sent to V-Cat libraries on a regular basis.

Totals Report - first week of the month

- Lost and Paid Report - third or fourth week of the month
- Report of Items Set to High Demand Over 4 Months - third or fourth week of the month
- High Demand Holds Report - third or fourth week of the month

- **Recent and Upcoming Trainings**

A recording of [Aspen EBSCOhost Articles and Databases Training](#) is now available.

WVLS is in the process of scheduling the following trainings in September and October: MARC Alert Cataloging Training; Z39.50 Cataloging Training; Aspen Discovery Genealogy and Local History Training; Create Lists Training

The following trainings are scheduled with Innovative:

- Sierra Holds Audit Consultation – Thursday, August 18
- Managing Sierra Technical Services Training – Tuesday, October 4 – Thursday, October 6

Leah Giordano left the meeting at 11:53 a.m.

Technology System Collaborations (Klingbeil)

LEAN WI Core Infrastructure

The partnership is reassessing portions of previously planned capital replacement (core switching and router updates) and preparing for additional procurements. In May, the partnership ordered the first of the 5th generation host servers along the server lifecycle continuum. Global delays in tech manufacturing and logistics have affected the expected production and shipment dates. We are currently expecting to receive the new server in September.

LEAN WI Service Explorations

LEAN WI partners are testing an alternative managed Antivirus product and an application version management utility as part of a joint effort intended to consolidate Antivirus licensing and client management and common application updates support.

Libraries Win Services

- LEAN WI partners are now supporting BYOD (bring your own device) and Public PC printing management services in partnership with Princh. Libraries that have not yet opted into the service will be able to do so at any time over the next several years. WVLS will be reviewing other print management options from Princh in the future and working with interested libraries to provide as much funding and technical support as feasible.

WVLS is in the process of hiring a Technology Support Specialist after the resignation of Achraf Ben Khalifa at the end of June. WVLS will consult with LEAN WI partners and work with Tony Kriskovich (NWLS), acting as Technology Support Lead within the partnership (see p.5 of LEANWI Information Technology Strategy).

SELECT APRIL 2023 MEETING DATE: The next meeting will be Wednesday, April 12, 2023. The call to order will be at 9:30 a.m.

ADJOURNMENT: BELOUNGY/ALDRICH MOTION to adjourn. Meeting adjourned at 12:02 p.m.

Respectfully submitted by Jamie Matczak