

Director's Report

WVLS BOARD OF TRUSTEES MEETING

September 17, 2022

COMMUNICATIONS

Notes of Thanks

Jamie Matczak arranged for Marathon County Public Library (MCPL) staff to visit with their counterparts at the Brown County Library (BCL). Following are notes WVLS received following the visit.



MCPL Staff Visited with Staff at the Brown County Library on August 31. Pictured from left to right: Taylor Weinfurter (MCPL), Emily Rogers (BCL), Katie Guzek (BCL) and Laura Wood (MCPL). More information about the visit is shared on page 7 of this report.

"Thank you so much to WVLS for organizing this trip, and to the Brown County Library staff for its warm hospitality. I had a wonderful time touring the buildings and talking with staff. I especially loved seeing their special cake pan collection and hearing about their weekly community resource table where people from community organizations spend an afternoon at the library sharing resources with the community!"

Visiting another library system helped me feel enthusiastic about new ideas, as well as supported by other library professionals encountering the same challenges.” – Laura Wood, MCPL Branch Services Lead and Rothschild Branch Coordinator

“Marla and Jamie, Thank you so much for setting up time this week for members of our team to meet with members of the MCPL team. After a time of isolation and when the whole world seems so stressed out, it was incredibly valuable for us to meet and share our challenges, our projects, and our ideas. It was great to share a meal together too! Thank you for funding that and arranging all the details. We are so lucky in the library world to have such phenomenal support from our library systems!”

- Emily Rogers, BCL Deputy Director

Introduction to WVLS Video

“Introduction to WVLS,” a video tutorial to use when doing orientations for new area library staff and trustees, was created by Jamie Matczak with the help of WVLS staff. In the 7-minute video, viewers learn:

- How public library systems started
- The purpose of public library systems
- How public library systems are governed
- The unique history between Marathon County and WVLS
- Service highlights of WVLS to its member libraries

The “Introduction to WVLS” video may be found at <https://www.wvls.org/about-wvls/>.

WVLS to Report to MCPL Board of Trustees

WVLS Director **Marla Sepnafski** and WVLS Continuing Education Consultant **Jamie Matczak** plan to attend the Marathon County Public Library Board of Trustees meeting on September 19 to report our progress on expectations outlined in the WVLS Expectations Assessment document approved by the MCPL Board in December 2021. The 10-minute brief will highlight staffs’ accomplishments since our presentation to the MCPL Board in July, and featured information on the WVLS Continuing Education and Training Program. A copy of the report will be included with the Director’s Report in November.

County Funding of Libraries

Earlier this week, Susie Hafemeister sent member public library directors a series of spreadsheets that summarize member county funding of home libraries for nonresident service from 2020-2022. A copy of the spreadsheets is shared with this report as **Exhibit 11a**.

PEOPLE / LIBRARIES / SYSTEMS IN THE NEWS

T.B. Scott Library Seeks New Director

In mid-August WVLS learned that T.B. Scott Library Director **Jessica Zellers** submitted her resignation. The T.B. Scott Library Board’s Search Committee is undergoing a search for a new director, and Assistant

Director **Laurie Ollhoff** has been named Acting Director. A copy of the job post is [here](#). Applications – including cover letter, resume, three professional references and responses to supplemental questions – are due by September 30.

MARKETING PROJECTS

WVLS Promotes “Library Card Sign-Up Month”

Spearheaded by the American Library Association, Library Card Sign-Up Month is a national campaign held in September to emphasize the importance of library cards to a child’s education and to combat illiteracy. This year, the Public Library System Marketing Cohort promoted this campaign in two ways. First, Jamie Matczak, as a member of the cohort, added WVLS libraries to a getyourlibrarycard.org website. Created by the Bridges Library System in Waukesha, the website directs Wisconsin residents to sign up for digital library cards for their county and library.

To promote the getyourlibrarycard.org website during Library Card Sign-Up Month in September and beyond, the cohort members designed high-quality, vinyl, die-cut stickers. These can be placed on water bottles, laptops, phone cases and more. Stickers were sent to all WVLS public libraries in early September.



WVLS further promoted Library Card Sign-up Month with a feature article in an August issue of Monday Mentions that provided links to free resources available on the ALA website, resources available through WVLS and ideas from the Marathon County Public Library, Granton Community Library and Loyal Public Library. Colleagues were encouraged to contact WVLS for website support and assistance with writing press releases.

LEAN WI Website Services

Anne Hamland is updating websites for libraries in the LEAN WI website service with fall programs and services. She is working with Page Turner Adventures, a company that provides a virtual summer program series, to aggregate usage statistics for libraries participating in the group discounted contract. Lastly, she continues redesign work on websites for the Rhinelander District Library, Ellsworth Public Library, Prescott Public Library and Phelps Public Library.

GRANT and SCHOLARSHIP PROJECTS

WVLS Offers Scholarships to Attend WLA Fall Conference

Earlier this month, WVLS announced the availability of full conference scholarships for area librarians to attend the 2022 Wisconsin Library Association (WLA) Conference in Lake Geneva from November 1-4. Valued at \$1,200, the scholarship will cover conference registration, transportation, three nights of lodging, and meal reimbursements. The scholarships are possible through 2022-23 LSTA professional learning funds made available to public library systems.

2022 LSTA Improved Discovery Solutions Grants

LSTA grant applications for two competitive grants were recently submitted to DPI. The applications for [A Cooperative Cataloging Project](#), that includes WVLS and seven other Wisconsin library systems, and [A Joint ILS Consortium Exploration Project](#) with Northern Waters Library System. The submission of applications follows the preapplication process that was shared in [August 2022 Director's Report](#).

The WVLS Board of Trustees approved these projects in May.

2022 LSTA Technology – Increase Capacity for Technology Tools and Resources Sparsity Aid

LEAN WI partners were allocated \$75,297.00 in aggregate and submitted the application in the DPI WISE grant portal in August. LEAN WI partners will plan how to use this funding once official notice of award is received.

LEGISLATIVE UPDATE

November 2022 General Election Guide (Exhibit 11b)

Included with this report is a **November 8, 2022 General Election Guide** developed by Kris Adams Wendt. It lists the campaign websites for all candidates in the WVLS area who are running for positions in this election. The Guide also includes voting information and 2022 Wisconsin Senate and Assembly Districts for WVLS counties.

V-CAT AND ILS ADMINISTRATION PROJECT

Status on Key Projects

Aspen Discovery. The [Classic V-Cat Catalog](#) will be converted so that the catalog.wvls.org URL sends users to the [WVLS Aspen Site](#) in the coming weeks.

An Aspen Record Grouping work group is making record changes to combine multiple formats of titles into the same Aspen record. **Rachel Metzler** and staff from Antigo, Loyal, Minocqua, MCPL, and Rhinelander have volunteered to assist.

An Aspen Forthcoming Fiction work group is curating monthly lists of upcoming titles. Staff from Antigo, MCPL and Rhinelander have volunteered to assist.

Collection Development. WVLS invited area library staff responsible for collection to meet on Thursday, September 29 to review the results of the V-Cat Collection Development Survey. The purpose of the survey was to gain a better understanding of libraries' collection development and maintenance practices and needs as well as interest in collaborating with staff at other libraries who select new materials and weed materials. Those in attendance will also talk about opportunities for collaboration and WVLS support.

Council and Committee Meeting Highlights

V-Cat Council. During its meeting on September 1, the Council approved the following:

- monthly financial reports from May - July 2022
- a [recommendation that Sierra be configured so that unfilled item level holds and pages do not automatically transfer to another attached item](#). This change will be made in the coming weeks.
- a [recommendation to discontinue the following statuses](#) – cataloging department, bindery, cleaning/mending and Horizon claim. Libraries will have the opportunity to review records set to statuses. Batch record changes will be made in the coming weeks, and the statuses will be removed from Sierra.
- the [use of \\$5,500 in Special Projects funds to outsource the improvement of bibliographic records](#). The funds will primarily be used to improve records with diacritical errors.

During the meeting, the Council received information about the [Fall 2022 V-Cat Training Schedule](#). Upcoming training sessions will cover Create Lists, Aspen Genealogy & Local History, and Cataloging. Also, the Council was reminded that patron ID numbers should NOT be included in any Sierra patron record fields. This includes parent/guardian information, notes, and messages. A list of records that need cleanup has been sent to libraries.

More information about the September 1 V-Cat Council meeting is shared in this meeting packet as **Exhibit 12**.

V-Cat Cooperative Circulation Committee. During its August 12 meeting, the Committee held discussions on the following topics:

- policies and practices related to the conversion of juvenile patron records to adult patron records. Questions were raised regarding current practices and Wisconsin State Statute 43.30 regarding privacy for 16 and 17-year-old patrons and whether these patrons can be held legally responsible for fines.
- patron record fields and potential clarification needed to create a standard library card application.

The committee agreed to delay an automatic OverDrive patron record merge update to January 2023. after annual report data has been collected and verified as there is a potential for statistics information to be altered.

The committee continues to work on creating Sierra create list query templates for all libraries to use. This will make it easier for libraries to keep up with necessary reports and follow up.

V-Cat ILS Evaluation and Review Committee. Meetings were held on August 4, August 11 and September 8. The Committee has been reviewing vendors' responses to an RFI sent to them in the spring to narrow the list of possible products and vendors to invite for demonstrations and further consideration: The Library Corporation's CARL; Koha, supported by Bywater Solutions; and, Sierra from Innovative. Demonstrations will be scheduled by the end of 2022. Library staff will be invited to attend

demonstrations, or view recordings, and provide feedback. The committee also began defining rating tools to further evaluate the products.

RFI responses included information about collaboration with Northern Waters Library Service. The ILS staff at NWLS and the NWLS ILS Exploration Workgroup Chair continue to attend ILS Evaluation and Review Committee meetings as they are able.

TECHNOLOGY PROJECTS OVERVIEW

LEAN WI Core Infrastructure

The partnership is still 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. We were expecting to receive the new server in September and introduce it to production during October/November, but it arrived in August. It is intended to be introduced to production by the end of September. Global delays in tech manufacturing and logistics are still affecting the expected production and shipment dates of computers, servers, networking equipment, and other electronic equipment but access and timelines have improved dramatically over the summer.

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. We 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 once the initial implementation sweep of Princh services is complete with operations and support models stable.

WVLS still has the Technical Support position open. After reviewing the initial round of applicants for the position, an offer was made to an applicant, but the applicant opted for a competing offer from another employer. A second round of applications solicitation is in progress. WVLS will continue engaging with LEAN WI partners and working with **Tony Kriskovich** (NWLS), acting as Technology Support Lead within the partnership (see p.5 of [LEAN WI Information Technology Strategy](#)).

Internal Projects, Library Projects and Core Services Support

WVLS Project. The review and update of the comprehensive WVLS IT assets tracking remains on hold pending the hire of a new technology support technician and other project completions. The portion of large cap assets necessary for annual audit was presented to the 2022 auditors, but we still intend to review and update our comprehensive internal tracking.

Member Library Projects. Prior to departure, Achraf was working on ongoing/recurring maintenance projects including:

- Ensuring computers throughout the membership have updated firmware and device drivers and have the latest Windows Updates
- Ensuring all libraries are using the currently supported stable version of Deep Freeze Enterprise

Core Services Support. WVLS will continue working within the LEANWI partnership framework to engage in support services and manage general technology maintenance in more unified LEANWI technology team mode of operations. Ongoing support for critical service issues and high priority service needs continues, though general support is backlogging absent a local full time support person.

PUBLIC LIBRARY CONSULTANT SERVICES

MCPL Staff Visit with Brown County Library Colleagues

On August 31, 2022, WVLS facilitated a networking opportunity between MCPL's Youth Services Librarian **Taylor Weinfurter** and Branch Services Lead and Rothschild Branch Coordinator **Laura Wood** and their counterparts at the Brown County Library (BCL), Deputy Director **Emily Rogers** and Youth Services Manager **Katie Guzek**. Headquartered in Green Bay, Brown County Library is a member of the Nicolet Federated Library System. It is similar to MCPL in that it is a consolidated county library system with a central location and eight branches. Likewise, BCL serves as the resource library for its public library system. BCL also serves 80% of the households in Brown County and circulates over 2.3 million materials annually.

Taylor and Laura received a library tour and then met with their BCL counterparts. Before the visit, each person was asked to think about responses to several questions, such as:

- What is an upcoming project or service you are working on?
- Besides not having enough time, what is the most challenging aspect of your job?
- What is the most rewarding part of your job?
- What tools do you use, or have you discovered to make your work more efficient?

The day's visit also included conversations over lunch with their BCL counterparts and, on the return trip to Wausau, a tour of BCL's Weyers-Hilliard Branch (Howard, WI) by **Amy Greatens**.

If schedules permit, WVLS will arrange for additional MCPL staff to visit BCL later this fall.

CONTINUING EDUCATION & TRAINING OPPORTUNITIES

Upcoming Webinars and Workshops

The following workshops/webinars for 2022-23 are scheduled and/or in the planning stages.

MCPL Staff In-Service Day

Jamie Matczak is working with MCPL Director **Leah Giordano** to plan a staff in-service day for MCPL staff on Friday, September 16. The day will feature **Dr. Steve Albrecht** from Springfield, Missouri, who has trained thousands of library employees on the do's and don'ts of handling challenging patrons who

disrupt the library. The morning session, “The Challenging Patron Workshop: Library Security, Safety, and Service at the Moments of Truth,” is open to area member libraries. The day will also feature security scenarios, team building, and a meditation session led by WVLS Board of Trustee **Mandy Wright!**

Tech Days 2022 Online

Scheduled for September 20-21, 2022, four ninety-minute sessions will take place over two days. [Registration is open.](#)

- Tuesday, September 20: *Overcoming the Email Avalanche: Three Steps to an Empty Inbox*, and *Making Your Images Ready for the Web*
- Wednesday, September 21: *Canva for Teachers and Librarians*, and *What’s on the Technology Horizon for 2023?*

Author Presentation / Youth Services Social at Central Wisconsin Book Festival

A feature of the sixth annual Central Wisconsin Book Festival, will be a **Youth Services Social and presentation by author Claire Swinarski** at the Wausau headquarters of the Marathon County Public Library on September 24, 2022. The Youth Services Social will be at 2:00 pm in the Wausau Community Room and will provide an opportunity for school and public library staff to network and to explore the collection of Makerspace kits available through WVLS. Central Wisconsin Book Festival author Claire Swinarski will then present writing for middle-grade youth and what makes a middle grade book great for public and school libraries. Read [more about Claire's books here.](#) A tour of the MCPL youth spaces will follow the presentation.

Fall Webinar Series Will Focus on Advocacy

The [Fall Webinar Series](#) coordinated through the four-system collaboration of WVLS, IFLS Library System, Southwest Wisconsin Library System, and Northern Waters Library Service will focus on library advocacy.

“*The Reluctant Library Advocate*” webinar series will feature **Jill Markgraf**, Director of Libraries at the University of Wisconsin-Eau Claire. Delighted and energized by the intersection of work and play, she has been incorporating the empowering elements of improv into her work as an academic librarian and has facilitated applied improv workshops for librarians regionally and nationally.

The webinar series schedule follows:

- Session 1: Wednesday, November 9, 2:00 p.m. (Not recorded)
- Session 2: Tuesday, November 15, 10:00 a.m. (Repeat of Session 1; not recorded)
- Session 3: Wednesday, December 7, 10:00 a.m. (Recorded)

More information, including registration, is available on the [WVLS website.](#)

Annual WVLS Youth Services Workshop

After being virtual for a few years, this year's annual WVLS Youth Services Workshop will be held in-person on December 2 at the Marathon County Public Library – Wausau. Argyle Public Library Director **Sarah Kyrie** will kick off the workshop by showcasing a small library's successful programs and creative outreach, and her process for program and partnership development. In the session that follows, Westboro Public Library Director **Melissa Highfill** will jumpstart a discussion that highlights 2022 summer library program successes (2022 was Melissa's first SLP!) and generate ideas for SLP in 2023! [Register for the workshop here.](#)

WLA Conference 2023

As 2023 WLA Conference Chair, Jamie Matczak has been attending monthly meetings of the 2022 WLA Conference Planning Committee to learn about her role as well as the responsibilities of each member of the conference planning team. Jamie is hopeful that the 2023 conference planning committee will be formed by the 2022 WLA Conference in Lake Geneva. The 2023 WLA Conference will be held at the Madison Marriott West in Middleton on Tuesday, October 25 - Friday, October 27, 2023.

Training Opportunities for Members

WVLS Partners with Wisconsin State Law Library to Produce New Training Series

In August, WVLS produced "[Navigating the Legal Reference Interview](#)," a training video developed through a collaboration with the Wisconsin State Law Library (WSLL). The first in a five-part series, training features WSLL's Web Services Librarian Carol Hassler addresses how to handle legal reference questions.

Digital Bytes, short training sessions produced by WVLS staff and colleagues from other libraries, are available on the WVLS website at <https://wvls.org/digital-bytes/>.

V-Cat Fall Training Schedule

The WVLS ILS Administration Team has scheduled the following trainings for Fall 2022:

- September 1 *V-Cat Sierra Create Lists – Part 1*
- September 28 *Aspen Genealogy and Local History*
- October 4-6 *Sierra Technical Services*
- October 19 *V-Cat Sierra Cataloging – Part 1, MARC Alerts*
- October 19 *V-Cat Sierra Create Lists – Part 2*
- October 26 *V-Cat Sierra Cataloging – Part 2, Z39.50*

More information about these training opportunities may be found [here](#).

INFO TO GO

- [Bomb threats, canceled events, empty schools: How a bullying probe in Kiel \(WI\) paralyzed the Wisconsin town's democracy](#) [PBS Wisconsin]

- What does the law say about materials challenges? *American Libraries'* online column, Letters of the Law explores a wide range of legal issues that arise in libraries, with the help of a pair of leading authorities: **Mary Minow** (a librarian who became a lawyer) and **Tomas A. Lipinski** (a lawyer who became a librarian). In his latest column, Lipinski addresses new regulations governing exemptions to copyright law, case law surrounding challenges to public library collections, and legal factors when considering controlled digital lending. (*AL Online*; August 5, 2022)

UPCOMING EVENTS / MEETINGS

- **SEPTEMBER – Library Card Sign-up Month**
- **September 1 – WVLS V-Cat Council meeting**
- **September 5 – Labor Day Holiday; WVLS office closed**
- **September 8 – WVLS V-Cat ILS Evaluation and Review Committee meeting**
- September 9 – Council for Library and Network Development (COLAND) meeting
- September 13 – DPI-hosted meeting with System Directors
- **September 13 – WVLS/IFLS/NWLS Website Office Hours**
- **September 14 – 17 – Association for Rural and Small Libraries Conference, Chattanooga, Tennessee**
- September 15 – Wisconsin Public Library Consortium (WPLC) Steering Committee meeting
- **September 16 – The Challenging Patron Workshop: Library Security, Safety, and Service at the Moments of Truth with Dr. Steve Albrecht**
- **September 17 – WVLS Board of Trustees meeting**
- **September 18-24 – Banned Books Week**
- September 19 – Marathon County Public Library Board of Trustees meeting; WVLS presents 3rd Quarter Report
- September 20 – WVLS Staff meeting
- **September 20-21 – “Tech Days” webinars**
- **September 21 – V-Cat “Sierra Create Lists” training**
- **September 22 – WVLS/IFLS/NWLS Website Office Hours**
- **September 22 – WVLS V-Cat ILS Evaluation and Review Committee meeting**
- September 23 – WLA’s Library Development and Legislation Committee meeting
- **September 24 – Librarian Makerspace Social / Central Wisconsin Book Festival**
- September 27 – DPI-hosted WISCAT Interlibrary Loan Coordinators’ meeting
- September 27 – LAWDS (Libraries Activating Workforce Development Skills) SuperPac meeting
- September 28 – DPI-hosted System Continuing Education Consultants’ meeting
- **September 28 – V-Cat “Aspen Genealogy and Local History” training**
- **September 29 – WVLS-hosted meeting of member library collection development staff**
- September 30 – SOMBAAW (System Office Managers and Business Administrators Association of Wisconsin) meeting
- October 4 – DPI-hosted meeting with System Directors

- **October 4 – WVLS V-Cat Bibliographic/Interface Committee meeting**
- **October 4 – 6 – Innovative Interface Inc. Training – Managing Sierra Technical Services**
- **October 11 – WVLS/IFLS/NWLS Website Office Hours**
- **October 13 – WVLS V-Cat ILS Evaluation and Review Committee meeting**
- **October 14 – WVLS V-Cat Cooperative Circulation Committee meeting**
- October 17 – Marathon County Public Library Board of Trustees meeting
- October 18 – DPI-hosted meeting with System Directors
- October 18 – DPI-hosted System Youth Services Consultants meeting
- **October 19 – V-Cat “Marc Alert” training**
- **October 19 – V-Cat “Sierra Create Lists” training**
- **October 20 – WVLS/IFLS/NWLS Website Office Hours**
- October 24 – WPLC Board meeting
- October 25 – LAWDS (Libraries Activating Workforce Development Skills) SuperPac meeting
- October 26 – DPI-hosted System Continuing Education Consultants’ meeting
- **October 26 – V-Cat “Sierra Z39.50 Cataloging” training**
- **November 1 – 4 - WLA (Wisconsin Library Association) Conference; Lake Geneva**
- **November 3 – WVLS V-Cat Council meeting**
- **November 8 – WVLS/IFLS/NWLS Website Office Hours**
- **November 9 – “The Reluctant Library Advocate – Session 1” – a WVLS/IFLS/NWLS/SWLS webinar**
- **November 10 – WVLS V-Cat ILS Evaluation and Review Committee meeting**
- November 11 – Council for Library and Network Development (COLAND) meeting
- November 14 – WPLC (Wisconsin Public Library Consortium) Technology Steering Committee meeting
- **November 15 – “The Reluctant Library Advocate – Session 2 (repeat of Session 1)” – a WVLS/IFLS/NWLS/SWLS webinar**
- **November 19 – WVLS Board of Trustees meeting**
- November 21 – Marathon County Public Library Board of Trustees meeting
- **November 24 – WVLS Office closed**
- **November 25 – WVLS Office closed**
- **December 2 – WVLS Annual Youth Services workshop**
- **December 6 – WVLS V-Cat Bibliographic/Interface Committee meeting**
- **December 7 – “The Reluctant Library Advocate – Session 3” – a WVLS/IFLS/NWLS/SWLS webinar**
- **December 8 – WVLS V-Cat ILS Evaluation and Review Committee meeting**
- **December 9 – WVLS V-Cat Cooperative Circulation Committee meeting**

Thank you for reading!

Marla