

# July - September 2022 **WVLS EXPECTATIONS & ASSESSMENTS REPORT**

MCPL Annual Staff  
In-Service Day to feature  
Steve Albrecht.  
*Details on page 27.*



## COMPLETED PROJECTS

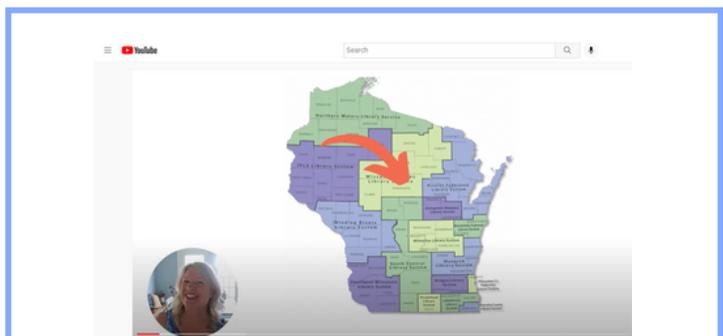
- ✓ WVLS New Member Library Board Trustee Orientation Video
- ✓ WVLS organized MCPL staff field trip to Brown County Library
- ✓ WVLS organized the Annual MCPL Staff In-service Day
- ✓ WVLS enhanced MCPL staff input to workgroups and committees
- ✓ V-Cat libraries and WVLS staff addressed 14,300 database records without subject headings
- ✓ WVLS launched new user-friendly public catalog
- ✓ WVLS increased MCPL catalog item cover images
- ✓ WVLS V-Cat Council implemented weighted voting system
- ✓ MCPL received a \$10,000 Collection Development Grant from WVLS
- ✓ MCPL received \$1,680 in 2022 Summer Performer Grants from WVLS
- ✓ WVLS surveyed MCPL staff for their continuing education needs



## Brown County Visit

On August 31, 2022, WVLS organized a MCPL staff visit to Brown County Library (BCL) in Green Bay for MCPL's Youth Services Librarian **Taylor Weinfurter** and Branch Services Lead and Rothschild Branch Coordinator **Laura Wood**. BCL, a member of the Nicolet Federated Library System, is similar to MCPL in that it's a consolidated county library system with a central location and eight branches. Likewise, BCL is the resource library for its public library system.

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## INTRODUCTION TO WVLS VIDEO

WVLS created a video training for new member library board members.

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## EXECUTIVE SUMMARY

The September 2022 WVLS Expectation Report outlines the projects completed / progress made on recommendations the MCPL Board of Trustees requested WVLS complete in 2022. Following are highlights of the more significant accomplishments and support the WVLS Team has provided to MCPL covering the months of July – September 2022.

### DPI Approves Two LSTA Grant Projects

LSTA Grant applications have been pre-approved by the Wisconsin Department of Public Instruction to fund two projects that have potential to improve the V-Cat Database:

- A COOPERATIVE CATALOGING EXPLORATION Project submitted by the Northern Waters Library System, will use grant funds to develop a report on cataloging practices and opportunities for statewide standardization of records. Seven library systems are participating in the grant.
- A JOINT ILS CONSORTIUM EXPLORATION Project collaboration between the Northern Waters Library System and WVLS will use grant funds to determine value and feasibility of merging two integrated library systems and respective ILS consortia. The overarching goals of a joint ILS consortium are to provide increased ILS administrative support to member libraries and improved service to library users.

### Emergency Connectivity Fund (ECF) and American Rescue Plan Act (ARPA) Supported Projects

Two large technology service projects began during 2022 with ECF and ARPA support:

- **MOBILE HOTSPOTS:** LEAN WI technology resource sharing partners IFLS, NWLS, and WVLS received notification of award for an application for 240 mobile hotspot devices and data plans totaling \$51,247 initially with additional funding supporting the project at least through the end of 2022 at no cost to participating libraries. The partnership is working with Kajeet and has procured Mobile Hotspots and Data Plans. These devices are entering service during August and September. MCPL indicated intent to pursue this service in an initial participation survey. Additional project information and guidelines are forthcoming, after which MCPL will be able to commit to the project or withdraw interest.
- **PUBLIC PRINTING MANAGEMENT:** LEAN WI partners are supporting a large multi-site implementation of Princh Mobile Printing services, currently in progress. Interested member libraries that have not yet been set up and operating with the Mobile Printing service (branded as the BYOD Service) may opt to do so at any time during the five-year service period. Based on a higher-than-expected level of interest and uptake with an additional service level – public PC printing management – we are negotiating a quote for that add-on to be co-termed with the original BYOD procurement targeting an approximately 50% utilization rate. We will be reviewing other print management options from Princh in the future and working with interested libraries to provide as much support as feasible once the initial Princh implementation sweep is complete.

### WVLS Selects ILS Vendors to Invite for Demonstrations

At the September 8 meeting, the V-Cat ILS Evaluation and Review Committee selected three products for demonstrations and further consideration: The Library Corporation's Carl, Koha supported by Bywater Solutions and Innovative's Sierra. Demonstrations will be scheduled by the end of 2022. Library staff will be invited to attend demonstrations, or view recordings, and provide feedback.

## **Advocacy Support Provided**

On August 23, K. Zimmermann provided reports detailing the value of library materials to the community similar to the “You just saved \$\_\_.\_ by using your library card!” message that appears on patron receipts. Two sets of data and reports were prepared. The first detailed the value of items owned by MCPL circulated at any V-Cat location. The second gave the estimated value of V-Cat items circulated at MCPL locations (regardless of ownership). The reports are valuable for library advocacy during the Marathon County budgeting season and were provided within a quick turnaround time as requested by A. Johnson.

## **New Training Materials Offered**

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 addressing how to handle legal reference questions.

“Tools for People with Disabilities,” a training video developed by Jamie Matczak in July, reviews five mobile tools that MCPL staff can recommend to library patrons.

Additional training videos developed in July include:

- “Finding Books By Grade Level,” which offers tips from Katie Zimmermann 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; and
- “Breaking the Binary,” in which Sarah Wargin from Northern Waters Library Service discusses pronouns, gender identity, gender expression, and more.

## **“Introduction to WVLS” Video Created**

Earlier this year, Marla Sepnafski and Jamie Matczak met with MCPL Director Leah Giordano to discuss ways in which information about WVLS could be shared with new MCPL board members. At that time, Leah suggested that a brief video be developed that explains what public library systems are and outlines higher level aspects of the WVLS operation and the services we provide. The project began in May and was just recently completed. In the 7-minute “Introduction to WVLS” 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/>.

## **MCPL Staff Visit with Brown County Library Colleagues**

On August 31, 2022, WVLS facilitated a networking opportunity between MCPL staff members Taylor Weinfurter and Laura Wood and their counterparts at the Brown County Library (BCL). 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 located in Howard WI.

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

### **WVLS Offers Scholarships to Attend WLA Fall Conference**

In early September, 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.

### **Upcoming Opportunities**

- September 14-17 - **Association for Rural and Small Libraries Conference**; Chattanooga, Tennessee. Jamie Matczak will be available to WVLS Scholarship winner Laura Wood while she attends the conference and will gather all WVLS scholarship winners for a post-conference meeting to share their conference experiences and what they learned.
- September 16 - **The MCPL Staff Inservice Day**, which includes a morning workshop, "The Challenging Patron Workshop: Library Security, Safety, and Services at the Moments of Truth" with nationally renowned Steve Albrecht. With input from the MCPL Library Director, WVLS has been working on the arrangements for this event, including developing the day's agenda, provisioning speakers, catering refreshments, and acting as host for the day.
- September 28 - **Aspen Genealogy and Local History training**. Requested by MCPL staff, this WVLS training opportunity will teach attendees how to use Aspen's built-in genealogy records tool to record and share obituaries and other genealogical information and how to increase discovery of local archives by adding digital copies of local history materials into Aspen or linking out to local history archives.

Thank you for allowing WVLS to share ways in which WVLS and MCPL are partnering to support the library and advance its service goals!

## MCPL and WVLS Staff Guide

### Marathon County Public Library Staff Mentioned in this Report

Bauer, James	Library Specialist
Carlson, Ollie	Page Team Lead
Giordano, Leah	Director
Hahn, David	IT Technician
Hornbeak, Tara	Youth Collection Development Specialist
Johnson, Alexander	Library Support Services Manager
Johnson, Jailin	Library Specialist
Kinney, Julie	Adult Services Librarian
Krombholz, Ben	IT Technician
Luebbe, Chris	Library Specialist
Lutz, Elizabeth	Library Specialist
Martell, Stephanie	Business Specialist
Moscattello, Sarah	Mosinee Branch Coordinator
Richter, Dan	Library Marketing Specialist
Roesler, Kitty	Circulation Services Lead
Sabelko, Katelyn	Library Services Manager
Schmidt, Pat	Former Library Specialist
Stachowiak, Mary	Former Support Services Team Lead
Sullivan, Kate	Adult Collection Development Specialist
Weinfurter, Taylor	Youth Services Librarian
Wilde, Heather	Administrative Coordinator
Wood, Laura	Branch Services Lead

### Wisconsin Valley Library Service Staff Mentioned in this Report

Ben Khalifa, Achraf	Former Technology Support Specialist
Hafemeister, Susie	Administrative Assistant
Hamland, Anne	Public Library Services Consultant
Klingbeil, Joshua	Chief Information Officer
Machones, Sherry	Inclusive Services Consultant
Matczak, Jamie	Education Consultant
Metzler, Rachel	ILS and Database Support Specialist
Sepnafski, Marla	Director
Walenton, Brenda	Finance and HR Specialist
Wendt, Kris Adams	Local and State Advocacy Consultant
Zimmermann, Katie	ILS Administrator

# 2022 WVLS EXPECTATIONS ASSESSMENT WORKSHEET

## General System Expectations (Wisconsin Statutes 43.24[2])

### Reference, Referral, and Interlibrary Loan

- Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

### Continuing Education & Consultation

- In-service training for participating public library personnel and trustees and professional consultation services to participating public libraries.
- Professional consultant services to participating public libraries.

### Delivery

- Electronic delivery of information.
- Physical delivery of library materials to participating libraries.

### Service Agreements

- Service agreements with all adjacent library systems.

### Other Service Programs

- Any other service program/s designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

### Inclusive Services

- Promotion and facilitation of library service to users with special needs.

### Other Types of Libraries

- Cooperation and continuous planning with other types of libraries in the system area which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.

### Library Technology and Resource Sharing

- Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000 and every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
  - Technology/Network
  - ILS Administration

### Administration

- Ensure that the library system operates in accordance with Chapter 43 of the Wisconsin Statutes and other related Wisconsin and Federal laws.
- Continue to participate in the statewide PLSR project.

## MCPL SYSTEM TASK FORCE SPECIFIC ITEMS AND ADDITIONAL SUPPORT

### Increase opportunities to collaborate with like-size libraries

- **Wisconsin Valley Library Service (WVLS) will work with Marathon County Public Library (MCPL) to create opportunities to collaborate with similar-sized libraries state-wide.**

#### ACTIVITIES UPDATE

J. Matczak will connect MCPL staff attending the statewide Wisconsin Library Association (WLA) Conference in Lake Geneva on November 1-4 with colleagues from similar-sized libraries.

#### RESULTS FROM SECOND QUARTER 2022 REPORT

On April 29, 2022, J. Matczak connected L. Giordano on ways WVLS can work with MCPL to create opportunities to collaborate with similar-sized libraries state-wide. L. Giordano contacted key MCPL staff members for feedback and shared responses with J. Matczak via an email on May 10, 2022. J. Matczak responded with additional ideas that will be coordinated throughout 2022.

- **WVLS will facilitate partnerships between key players and mentors at similar-sized libraries.**

#### ACTIVITIES UPDATE

On August 31, 2022, J. Matczak facilitated a field trip with MCPL's Youth Services Librarian T. Weinfurter and Branch Services Lead and Rothschild Branch Coordinator L. Wood to the Brown County Library (BCL) in Green Bay. BCL, a member of the Nicolet Federated Library System, is similar to MCPL in that it's also a consolidated county library system with a central location and eight branches. Likewise, BCL is the resource library for its public library system.

T. Weinfurter and L. Wood received a library tour and met with BCL's Deputy Director E. Rogers and Youth Services Manager K. Guzek. 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 discovered to make your work more efficient?

After lunch, T. Weinfurter and L. Wood received a library tour of the BCL Weyers-Hilliard Branch. J. Matczak sent out a short survey to assess the visit to make necessary adjustments for the next trip with MCPL staff, to take place this fall.

#### RESULTS FROM SECOND QUARTER 2022 REPORT

##### Introduction to Colleagues at Similar-Sized Libraries

J. Matczak networked with colleagues at the Wisconsin Association of Public Libraries (WAPL) Conference in Pewaukee on May 11-13 on possible partnerships. On May 17, she approached L. Giordano with the idea of WVLS planning a MCPL staff field trip to a library similar in size to

MCPL. L. Giordano supported that idea, and implementation will take place sometime in the next couple of months.

## RESULTS FROM FIRST QUARTER 2022 REPORT

### March 2022

A. Hamland connected T. Weinfurter with La Crosse Public Library's Early Literacy Librarian to learn ways in which the La Crosse Public Library is serving Afghan and other underserved, non-English speaking populations. B. Newberry provides outreach services for Afghan refugees at Fort McCoy among other early literacy programs and services.

### Mentorship Opportunity

Upon being hired as the MCPL Director in November 2021, Leah Giordano was invited to participate in the WVLS mentorship program. WVLS paired Giordano with the Brown County Library Director Sarah Sugden. The Brown County Library is like MCPL in that it, too, is a consolidated county library with eight branches (and a bookmobile). Also, Brown County is a resource library for the Nicolet Federated Library System headquartered in Green Bay.

In January 2022, WVLS facilitated an introductory discussion between L. Giordano and S. Sugden that addressed goals for the mentorship. In February, S. Sugden, traveled to Wausau for an in-person meeting with Giordano and to receive a tour of the MCPL Wausau branch.

Resource library directors meet online each month to check in with each other, share newsworthy activities, and respond to each other's questions. As part of the mentorship experience, S. Sugden introduced L. Giordano to this opportunity.

## Improve communication between WVLS & MCPL

Over the years, certain MCPL staff and WVLS staff have maintained generally positive, functional communications via email, interpersonal ad hoc meetings (i.e., "hallway conversations"), and traditional scheduled meetings regarding cooperative projects, service support, and service area consultation. Under the interim and subsequent full direction of L. Giordano, WVLS has observed a marked upturn in the volume of MCPL staff-initiated support requests and consultation inquiries. L. Giordano's leadership has enabled an increase in the reporting of unexpected issues and a corollary increase in the general visibility of those experiences which then has led (and empowered) MCPL and WVLS technology and ILS support teams to engage with each other more closely and regularly. Coupled with the rise in scheduled meetings, there has also been more direct technology support and related consultation occurring ad hoc between help desk communications, office walk-ins (both directions), and emails.

- **WVLS will schedule monthly meetings with MCPL to discuss service goals.**

## ACTIVITIES UPDATE

Scheduled Meetings: July – September 2022

**September 12, 2022**

J. Klingbeil initiated the technology consultation process to coordinate near and long-range technology services review and planning. Intent is to focus on two tracks: 1) the immediate project and support needs for operations through 2023 [support existing short-term planning]; 2) the long range holistic strategic visioning, operational architecture, and suitable fiscal planning to achieve long range needs and goals for 2024 and beyond.

**September 8, 2022**

S. Machones reached out to L. Giordano to enquire about how best to provide an Inclusive Services Orientation for her and/or her staff.

**September 6, 2022**

K. Zimmermann provided a V-Cat orientation for K. Sabelko.

**September 5, 2022**

M. Sepnafski met with L. Giordano to talk about county library plans, and other administrative matters.

**August 23, 2022**

J. Klingbeil published a Mobile Hotspots Request survey asking which libraries might be interested in receiving grant-supported mobile hotspots to lend to underserved patrons. MCPL was allocated 18 of 70 devices (2 per library location within WVLS). Devices were being catalogued and staged for use by member libraries during early September.

**August 16, 2022**

A. Hamland met with L. Giordano to provide information regarding WVLS services in Youth, Teen, and Adult Consulting and a tour of the WVLS website as part of the orientation for new public library directors.

**August 11, 2022**

K. Zimmermann met with J. Johnson to provide training and an overview of opportunities for featuring library materials through lists, on MCPL's website, online catalog, and via email or social media.

**August 10, 2022**

J. Klingbeil shared the initial draft of the 2024 planning guide details for technology budget planning (during the 2024 budget planning season in 2023) with the Library Advisory Committee. J. Klingbeil responded to a follow up inquiry from A. Johnson regarding predicted cost changes in an email exchange indicating that the changes were forecasts based on current operational awareness and potential service adjustments between now and 2024. Such changes would likely offset savings by replacing other 3rd-party services.

**July - August, 2022**

During July and August, J. Klingbeil worked with D. Hahn and a 3rd party vendor to support

network IP address schema and configuration updates coinciding with network equipment replacement/upgrades effected at MCPL Wausau headquarters and all 8 MCPL branch locations.

## **RESULTS FROM SECOND QUARTER 2022 REPORT**

### **Scheduled Meetings: April - June 2022**

#### **June 2022**

J. Klingbeil met with D. Hahn to review MCPL's wireless access point management system and learn more about MCPL's local servers and general IT short term plans. J. Klingbeil is putting together a slate of virtual servers for D. Hahn to utilize with full administrative access for testing or production use. J. Klingbeil will be working to schedule additional short term "immediate need" meetings with D. Hahn and long term "strategic planning and technology budget planning" meetings with MCPL team members during the 3rd quarter of 2022.

A. Hamland met with T. Weinfurter to continue conversation about summer library programming, specifically outdoor programming and virtual programming offered via the Beanstack website and smart device app. The discussion generated a list of ideas to incorporate into 1,000 Books Before Kindergarten and Summer Library Programs in addition to fall or winter reading challenges encouraging visits to the physical library, interacting with the literacy center, and consulting reader's advisory lists for book choices.

#### **May 2022**

M. Sepnafski met with L. Giordano to prepare for the annual cross border circulation meeting with representatives from the Marshfield Public Library and South Central Library System.

J. Klingbeil sent D. Hahn information on IP address mappings reserved for MCPL within the LEAN WI partnership's Wide Area Network (WAN) to be shared with the 3rd party contractor assisting MCPL with branch and headquarters router replacement and configuration projects. As part of the hardware replacement projects, the contractor is helping MCPL update its IP addressing schema to be more compatible with the City-County IT Commission (CCITC) and WVLS WANs, both to which MCPL's network interconnects.

#### **April – May 2022**

In April and May, K. Zimmermann had multiple telephone and email conversations with B. Kromholz, J. Kinney, and other MCPL staff to improve Aspen Discovery record display, user experience, and website indexing.

#### **April 2022**

M. Sepnafski met with L. Giordano to discuss an orientation for staff and trustees that provides information about WVLS, and to consider additional websites, blogs, and listservs in which to share MCPL employment opportunities.

J. Matczak met with L. Giordano to discuss the staff in-service in September and additional online locations to share MCPL job posts.

Following MCPL Aspen training in March, K. Zimmermann reached out to K. Sullivan and T. Hornbeak with additional information about Aspen Materials Request functionality to meet MCPL goals of streamlining the purchase suggestion process and limiting the number of requests per patron each year. K. Zimmermann included an invitation to set a meeting to begin the setup process.

## **RESULTS FROM FIRST QUARTER 2022 REPORT**

### **November 2021 - March 2022**

#### **March 2022**

K. Zimmermann met with J. Kinney, K. Sullivan, T. Hornbeak and other members of the MCPL Library Services team to ensure that the desired collections and materials would be featured in the Aspen interface and provide an overview of opportunities for featuring library materials through lists, browse categories and collection spotlights.

A. Ben Khalifa went onsite to multiple MCPL branches as part of a cooperative networking configuration documentation project detailing local network equipment and connections. D. Hahn was originally planning to travel with A. Ben Khalifa during the initial field visits but was unable to participate. A. Ben Khalifa was able to reach out to Branch Coordinators or available branch staff to coordinate travel and keep the initial schedule on track.

K. Zimmermann facilitated Aspen Materials Request / Purchase Suggestion training. K. Sullivan and T. Hornbeak attended.

#### **February 2022**

K. Zimmermann met with M. Stachowiak to gain a better understanding of handling invoices in Sierra Acquisitions to pursue solutions with Innovative during Acquisitions training sessions in March.

J. Klingbeil met with S. Martell to further review WiscNet and WCAN memberships and services, the respective needs of MCPL and WVLS as cohabiting organizations with interconnected networks, and options available for future operations and budget planning.

K. Zimmermann met with A. Johnson and members of the MCPL Support Services and Library Services teams to discuss the MCPL circulation policy and Sierra settings to automate blocks on patron records.

J. Klingbeil and A. Ben Khalifa met with A. Johnson and D. Hahn to review and discuss MCPL Branch networking (specifically regarding "Charter" branches) in the dual context of general long-term planning and more specifically regarding intermittent network connectivity related issues affecting the functionality of the Sierra Desktop Application (SDA).

D. Hahn sent the WVLS Technology Team copies of the current configuration files for routers at each of the “Charter” branches. WVLS and MCPL will be working together to review the configurations and develop an updated plan for replacing the legacy routers running at the branches with newer equipment and configurations.

K. Zimmermann met with B. Krombholz and J. Kinney eight times in this four-month period to ensure Aspen Discovery was configured to desires of MCPL staff. More information is included later in this report.

### **December 2021**

J. Klingbeil met with S. Martell, A. Johnson, and D. Hahn to begin the process of review and analysis of technology and networking services utilized by MCPL. This discussion focused primarily on WiscNet (internet transit) and Wausau Community Area Network (WCAN, network transport) memberships and services.

### **November 2021**

K. Zimmermann met with L. Giordano and MCPL Team leads to discuss MCPL desires for improvements or changes to the Sierra Integrated Library System, WVLS ILS Administration Team, and opportunities to participate in V-Cat Consortium governance and decision-making processes. Following the meeting, K. Sullivan shared a document of ILS related improvement requests. Two of the improvement requests will be completed with the implementation of the Aspen Discovery catalog:

- Filter menu for searches in the public catalog
  - Improved sorting of search results with the most relevant results on top
- As a result of concerns raised by MCPL and other V-Cat libraries, the default search in Sierra was changed to a keyword search, which enables additional sorting of results and eliminating duplicate results. Additional concerns expressed will be taken into consideration during the ILS Evaluation and Review process.

K. Zimmermann met with L. Giordano and MCPL Branch Coordinators to discuss MCPL desires for improvement and concerns related to the Sierra Integrated Library System.

- **Expectation Complete:** MCPL will be invited to participate in WVLS sub-committees and work groups.

### **ACTIVITIES UPDATE**

#### **August 2022**

K. Zimmermann reached out to L. Giordano, A. Johnson, and K. Sabelko to collaborate on selection of staff to fill vacant positions on the V-Cat Cooperative Circulation and V-Cat Bibliographic / Interface Committees due to MCPL’s recent staffing changes.

### **MCPL MEMBERSHIP ON WVLS BOARD-APPOINTED COMMITTEES**

## WVLS/V-Cat Steering Committee

**Charge:** A committee of six area public library directors, four WVLS board members and two WVLS staff, that advises on annual V-Cat budget appropriation and member library fees, and drafts changes to by-laws and other operational documents.

**Member/s:** MCPL Director L. Giordano.

## WVLS Library Advisory Committee

**Charge:** A 15-member multitype group, with ten representatives from public libraries, and five representatives from school/academic/special libraries, that advises the WVLS Board on system budget and service priorities.

**Member/s:** MCPL Director L. Giordano. MCPL has a permanent seat on this committee. Meetings were held on April 5 and August 10.

## WVLS V-Cat Council

**Charge:** Establishes standards and operational procedures for V-Cat libraries. It also approves the V-Cat Budget and V-Cat bylaw changes as recommended by the WVLS V-Cat Steering Committee with approval of the WVLS Board of Trustees.

**Member/s:** MCPL Circulation Services Lead/Library Specialist K. Roesler. The V-Cat Council includes one representative from each member library.

Any V-Cat representative may submit items for inclusion on meeting agendas. The V-Cat Council attempts to arrive at decisions by unanimous consent via voice vote. When unanimous consent cannot be reached, decisions will be made via a formal vote.

- For adoption of the order of agenda, adoption of the minutes of previous meetings, and adjournment, when unanimous consent cannot be reached, a simple majority of voting representatives will carry the vote.
- For all other actions, when unanimous consent cannot be reached, a two-thirds majority vote based on weighted representation AND a two-thirds majority of the representatives will carry the vote.

The V-Cat Council met on February 3, April 7, June 2, and September 1.

Others who attend V-Cat Council meetings include J. Kinney, M. Stachowiak, C. Luebbe, A. Johnson, O. Carlson, K. Sabelko.

## V-Cat Bibliographic and Interface Committee

**Charge:** A group of staff representatives from WVLS and V-Cat libraries that are most actively involved in cataloging library materials, that reviews V-Cat cataloging practices as well as procedures related to bibliographic records, and how they display in the integrated library system and public library catalogs. This committee brings recommendations to the V-Cat Council for approval.

**Member/s:** C. Luebbe and P. Schmidt. Also in attendance: J. Kinney.

## ACTIVITIES UPDATE

During its July 2022 meeting, the Committee discussed:

- Aspen Discovery Layer topics: grouping records and forthcoming fiction lists.
- A solution for the French subject headings that OCLC has been adding to their bib records.
- A plan for updating bibliographic records with diacritical errors.

## RESULTS FROM SECOND QUARTER 2022 REPORT

During its May 2022 meeting, the Committee discussed:

- Aspen Discovery cataloging information: grouping records, cover images, audience, prepublication information, material types, and diacritics
- Overdrive records in Sierra: Because OverDrive records display to patrons in Aspen without them needing to be loaded into our Sierra database, it was decided that WVLS staff should remove OverDrive records from the Sierra database.
- OCLC is now adding French Language subject headings to its bib records. As these are records that are copied into the Sierra database, a process for removal of the French Language was discussed. A process to address this issue will be determined at future meetings.

## RESULTS FROM FIRST QUARTER 2022 REPORT

Meetings were held in December 2021 and March 2022 to discuss:

- Z39.50 cataloging in system and strengthen the existing recommendation to include language about quality of records, necessary training, and WVLS' ability to turn off the privilege if a library does not choose quality records.
- The need for volume information in magazine item records for proper functionality in the patron catalog and consistency in system.
- Aspen Discovery cataloging information: grouping records, cover images, audience, prepublication information, material types, and diacritics
- Reporting circulation of "other" materials for the annual report

## V-Cat Cooperative Circulation Committee

**Charge:** With representation from each county in the WVLS / V-Cat service area, and WVLS staff, this committee is charged with reviewing V-Cat circulation practices and procedures related to resource sharing and patron records. This committee brings recommendations to the V-Cat Council for approval.

**Member/s:** M. Stachowiak and K. Roesler. Also in attendance: O. Carlson

## ACTIVITIES UPDATE

The Committee met in June and July to discuss:

- Instructions for creating new patron records and definitions for patron record fields.
- Library card application standards for all V-Cat libraries.

- Policies and processes in place for converting juvenile patrons to adult patrons and handling fines on juvenile patron accounts.
- Steps needed to provide templates for the most used/basic searches and reports.
- Streamlining and standardization of how libraries use item status.
- Setting up automatic Overdrive merging of patron records when a new barcode number is assigned.

#### **RESULTS FROM SECOND QUARTER 2022 REPORT**

The May 2022 meeting featured discussions on 2022 projects, including library card application and patron record standardization, processing fees, juvenile to adult card conversions, high demand materials practices and item statuses.

#### **RESULTS FROM FIRST QUARTER 2022 REPORT**

During its March 2022 meeting, the Committee discussed Circulation functionality requirements for the ILS Evaluation and review.

#### **V-Cat ILS Evaluation and Review Committee**

**Charge:** Created by the V-Cat Council in February 2022, this 10-member committee of colleagues from V-Cat member libraries and members of the WVLS staff is charged with reviewing available Integrated Library Systems / Library Service Platforms and their viability for the V-Cat Consortium. Ultimately the committee will be expected to present a recommendation to V-Cat to either re-negotiate the current contract with Innovative or negotiate a new service contract with another vendor.

**Member/s:** A. Johnson (Committee Chair) and C. Luebbe.

#### **ACTIVITIES UPDATE**

During the September 8 meeting, the Committee selected the following vendors to invite for demonstrations and further consideration: The Library Corporation's Carl, Koha supported by Bywater Solutions, and Innovative's Sierra.

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 to define rating tools to further evaluate the products.

During meetings in June, July, and August, the committee reviewed RFI responses from five vendors to narrow the list of possible products and select vendors to invite for demonstrations.

RFI responses included information about collaboration with NWLS. Northern Waters Library Service ILS staff and the NWLS ILS Exploration Workgroup Chair have been invited to attend ILS Evaluation and Review Committee meetings.

#### **RESULTS FROM SECOND QUARTER 2022 REPORT**

During meetings in April, May and June, the ILS Evaluation and Review Committee completed the RFI. Following the June meeting, the RFI was sent to six potential vendors. The Committee is developing a scoring matrix to evaluate products.

### RESULTS FROM FIRST QUARTER 2022 REPORT

During its first meeting on March 10, a timeline and process for ILS Evaluation and Review was developed, and work began on drafting a Request for Information (RFI) to be sent out to potential vendors.

- **A representative from WVLS will attend MCPL board meetings on a quarterly basis and give updates on expectations progress.**

### ACTIVITIES UPDATE

#### September 19, 2022 MCPL Board of Trustees Meeting

WVLS plans to attend this meeting to report its progress on the expectations outlined in the WVLS Expectations Assessment worksheet, and to provide a brief presentation on the WVLS Continuing Education and Training Program.

### RESULTS FROM SECOND QUARTER 2022 REPORT

#### July 18, 2022 MCPL Board of Trustees Meeting

WVLS attended this meeting to report its progress on the expectations outlined in the WVLS Expectations Assessment worksheet and provided a brief presentation on the WVLS Summer Library Performer Grant, Beanstack, and virtual and in-person meetings of youth services staff hosted by library services consultants from WVLS and IFLS Library System.

### RESULTS FROM FIRST QUARTER 2022 REPORT

#### March 21, 2022 MCPL Board of Trustees Meeting

WVLS attended this meeting to report its progress on the expectations outlined in the WVLS Expectations Assessment worksheet, and to provide a demonstration on the new Aspen Discovery online catalog made available to Marathon County library users in early March.

- **Expectation Complete: WVLS will help MCPL create an “onboarding” in-person/virtual training for new MCPL Board Members.**

### ACTIVITIES UPDATE

In August J. Matczak, with assistance from WVLS staff, created the video “Introduction to WVLS.” In this 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 video is just under 7 minutes in length and can be found at <https://www.wvls.org/about-wvls/>.

## RESULTS FROM SECOND QUARTER 2022 REPORT

In April, M. Sepnafski and J. Matczak met with L. Giordano to review expectations for this goal. L. Giordano suggested that a helpful tool to share with new MCPL Board members and staff would be a *Digital Byte* (WVLS digital training video) on WVLS, its operation, and how it supports member libraries. An outline for the training video was developed in May.

- **WVLS will work with our Adult Services Librarian to come up with a viable plan for MCPL to digitize their Wisconsin collection and assist with any relevant grants needed (Project ION).**

## ACTIVITIES UPDATE

### September 2022

On September 7, J. Kinney notified WVLS that she was awarded a \$1,000 grant from WiLS to support work on one of MCPL's digitization projects.

Aspen Genealogy and Local History training requested by MCPL staff is scheduled for Wednesday, September 28. Attendees will learn how to use Aspen's built-in genealogy records tool to record and share obituaries and other genealogical information. Attendees will also learn how to increase discovery of local archives by adding digital copies of local history materials into Aspen or linking out to local history archives.

### July 2022

Conversations between A. Hamland and J. Kinney focused on narrative writing for a National Endowment for the Humanities (NEH) grant and others. J. Kinney completed the WiLS Ideas to Action Grant process with award notifications expected in late August or early September. J. Kinney and A. Hamland will use feedback on WiLS application to fine tune MCPL Oral History Digitization project narrative for future grant opportunities.

## RESULTS FROM SECOND QUARTER 2022 REPORT

### April-June 2022

On June 29, A. Hamland met with J. Kinney to discuss progress made on MCPL digitization projects and grant opportunities for each project. MCPL has hired a part-time librarian who is assisting in the project. J. Kinney is working through applications for digitization volunteers in preparation for the fall. The next digitization meeting date is set for July 20.

On May 18 and June 8, A. Hamland and K. Zimmermann connected with J. Kinney to discuss the development on MCPL's digitization projects, explored solutions to access, connections partner organizations and libraries, and finally grant opportunities.

K. Zimmermann discussed opportunities for integrating local history materials into the Aspen Discovery Catalog with J. Kinney and B. Kromholz. Options for training sessions and mentoring

relationships with other Aspen Libraries that have integrated digitized materials into their Aspen Discovery catalogs are being investigated.

#### April 2022

J. Kinney consulted with A. Hamland on April 19 regarding MCPL digitization projects, copyright issues, and grant opportunities.

- **WVLS will increase communication about the IDEA team (<https://nwls.wislib.org/join-the-idea-team/>) and what the team is currently working on to help reach our goal of a more inclusive library environment.**

#### ACTIVITIES UPDATE

Links to the August and September “Inclusive Services Updates” were shared in *WVLS Monday Mentions* during the first week of those months. *Monday Mentions* is a weekly email from WVLS that alerts member colleagues to regional- and state-level news and service announcements for the week.

On September 8, S. Machones reached out to L. Giordano to enquire about how best to provide an Inclusive Services Orientation for her and/or her staff.

#### RESULTS FROM SECOND QUARTER 2022 REPORT

Public library directors in Northern Waters Library Service and Wisconsin Valley Library Service are emailed a monthly *Inclusive Services Update* from Inclusive Services Consultant for WVLS and Northern Waters Library Service, Sherry Machones. The update shares activities of the IDEA Team, and highlights continuing education opportunities, topical news stories, lists of holidays and resources related to inclusion, diversity, equity, and accessibility.

Beginning in June, *WVLS Monday Mentions*, a weekly email that alerts WVLS members to news and service announcements for the week, will promote this publication as well.

### Improved integrated library system (ILS) functionality

- **Expectation Complete:** Improved record subject headings.

#### ACTIVITIES UPDATE

During the July 18, 2022 MCPL Board of Trustees meeting, WVLS was asked what steps were being taken to monitor and address bibliographic records identified without subject headings. The response to this question is shared in this report as Appendix C.

#### RESULTS FROM SECOND QUARTER 2022 REPORT

In 2020, there were 14,302 bibliographic records identified without subject headings in the V-Cat database.

Number of records without subject headings in 2020	14,302
Number of records cleaned up by libraries	8,964

Number of records sent for outsourcing	5,338
Number of records received from outsourcing with a “perfect” match and have been upload to V-Cat	4,539
Number of records with an “acceptable” match that were reviewed before uploading to V-Cat	561
Number of records with no matches	238
Number of records that need local headings added	70

R. Metzler met frequently with WVLS member library catalogers to provide guidance on how to improve these records. Once library staff completed their individual library lists, WVLS sent the remaining records to Backstage Library Works, a vendor that assists WVLS with updating bibliographic records in the V-Cat catalog. Bibliographic records received from Backstage with perfect matches were uploaded into the V-Cat database. A file of acceptable matches was also sent from Backstage. R. Metzler reviewed this file, edited when necessary, and then uploaded it into the V-Cat database. The remaining 308 records were reviewed by R. Metzler and M. Pregler, a WVLS cataloging partner from Antigo Public Library. This project was completed in early June 2022.

- **Expectation Complete: More user-friendly interface for the public.**

#### Aspen Discovery Product

##### ACTIVITIES UPDATE

Aspen Discovery maintenance and improvements are ongoing.

#### August 2022

An Aspen Record Grouping work group is making record changes to combine multiple formats of titles into the same Aspen record. J. Kinney and T. Hornbeak and staff from Antigo, Loyal, Minocqua, and Rhinelander have volunteered to assist.

An Aspen Forthcoming Fiction work group is curating monthly lists of upcoming titles. J. Johnson and staff from Antigo and Rhinelander have volunteered to assist.

#### July 2022

EBSCOhost integration was completed to provide access to articles and databases within Aspen. An instructional video is available for library staff.

### RESULTS FROM SECOND QUARTER 2022 REPORT

#### April – June 2022

Library staff are now able to submit cover images to WVLS to be uploaded in the case that an image is missing or incorrect. Instructions have been developed with copyright law and fair use guidelines in mind and were shared at the June V-Cat Council meeting.

Zimmermann had multiple telephone and email conversations with B. Kromholz, J. Kinney and other MCPL staff to improve Aspen Discovery record display, user experience, and website indexing.

On April 14, K. Zimmermann shared a modification for the public catalog computers in the MCPL Wausau children's department to automatically default to the children's browse categories.

## **RESULTS FROM FIRST QUARTER 2022**

### **November 2021-March 2022**

K. Zimmermann led efforts to implement a new Aspen Discovery library catalog interface for each V-Cat Consortium member library. MCPL's Aspen Discovery catalog was made available to its users the week of March 14, 2022. MCPL now has its own custom-tailored catalog site to highlight new materials and special collections while still allowing library users to access the wide variety of materials available throughout the V-Cat Consortium.

K. Zimmermann worked with B. Kromholz to configure new discovery layer to work with MCPL's website to create a seamless transition with maximum functionality. During that same period, the WVLS Aspen Implementation Team worked with the MCPL Library Services Team to ensure the new Aspen Discovery library catalog would be configured to MCPL's expectations to best serve Marathon County library users.

- **Biennial review of new ILS products.**

### **ACTIVITIES UPDATE**

During the September 8 meeting, the V-Cat ILS Evaluation and Review Committee selected the following vendors to invite for demonstrations and further consideration: The Library Corporation's Carl, Koha supported by Bywater Solutions, and Innovative's Sierra.

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 to define rating tools to further evaluate the products.

During meetings in June, July, and August, the committee reviewed RFI responses from five vendors to narrow the list of possible products and select vendors to invite for demonstrations.

RFI responses included information about collaboration with NWLS. Northern Waters Library Service ILS staff and the NWLS ILS Exploration Workgroup Chair have been invited to attend ILS Evaluation and Review Committee meetings.

The Committee's tentative timeline is to provide a recommendation to the V-Cat Council in the third quarter of 2023 with a final decision in the fourth quarter of 2023 and a potential migration to a new product in the second quarter of 2024.

## **RESULTS FROM SECOND QUARTER 2022 REPORT**

### **April - June 2022**

The ILS Evaluation and Review Committee met in April, May, and June to complete a Request for Information (RFI) document to send to ILS vendors. On June 3, 2022 the RFI document was submitted to 6 vendors, including Innovative Interfaces, Inc. for its Sierra product, the vendor

currently used by the V-Cat Consortium. The Committee is developing a scoring matrix to evaluate products.

## RESULTS FROM FIRST QUARTER 2022 REPORT

### January – March 2022

The V-Cat Council created an ILS Evaluation and Review Committee charged with reviewing available Integrated Library Systems / Library Service Platforms and their viability for the V-Cat Consortium. The committee will ultimately be expected to present a recommendation to the V-Cat Council, either to re-negotiate the current contract with Innovative or to negotiate a new service contract with another vendor.

As part of its charge, the Committee began drafting an RFP to send to select Integrated Library System vendors.

- **Expectation Complete:** Work with ILS product developers to fix the issue of missing cover images in the catalog.

## RESULTS FROM SECOND QUARTER 2022 REPORT

The new Aspen Discovery Catalog pulls in cover images from multiple sources and greatly improves cover image availability for non-book formats. However, cover images are not available for all items. As part of its investigation on the legalities of uploading cover images from other areas in April and May, WVLS met with Dr. Tomas Lipinski, professor, librarian, lawyer, and author of several works on the topic of libraries and copyright. He advised WVLS that uploading our own cover images into Aspen for display in the catalog would be within Fair Use. With assistance from MCPL staff, WVLS was able to upload generic cover images of MCPL artwork into the library's new Aspen library catalog.

A process to submit images was shared with the V-Cat Council on June 2.

- **Expectation Complete:** Create weighted voting system to accurately represent our service population.

## RESULTS FROM FIRST QUARTER 2022 REPORT

In 2021, the WVLS Board of Trustees passed V-Cat By-laws changes, reviewed in 2020 by the V-Cat Steering Committee, to institute a dual voting model including both representative voting and weighted voting. The weighted vote is calculated based on collection size, circulation transactions, and net lending to other libraries. In 2022, MCPL's weighted vote is 34 out of 110 votes, and representative vote is 1 out of 25 votes.

## Additional support for improved integrated library system (ILS) functionality

### Examples of Support Provided

#### ACTIVITIES UPDATE

LSTA Grant applications have been pre-approved to fund two projects.

A Cooperative Cataloging Exploration Project submitted by the Northern Waters Library System, will use grant funds to develop a report on cataloging practices and opportunities for statewide standardization of records. Seven library systems are participating in the grant.

Preliminary outcomes for the Cooperative Cataloging Exploration Project include the following:

- Compile what cataloging practices we already have in common.
- Develop best practices in our systems for system cooperative cataloging, and any best practices for centralized cataloging.
- Develop best cataloging practices and standards, perhaps with a very basic/base level that includes what we are already all doing, secondary levels, and aspirational goals.
- Compile suggestions from discovery layer vendors on what they might need from record data.

A Joint ILS Consortium Exploration Project collaboration between the Northern Waters Library System and WVLS will use grant funds to determine value and feasibility of merging two integrated library systems and respective ILS consortia. The overarching goals of a joint ILS consortium are to provide increased ILS administrative support to member libraries and improved service to library users.

Preliminary outcomes for the Joint ILS Consortium Exploration Project include:

- Identify concerns, barriers, and benefits of a merged ILS and consortia.
- Identify conditions that make a merged system desirable
- Design policies and governance structure
- Determine joint consortium overall budget and calculation method for membership shares
- Create potential timeline for migration including an implementation plan, logistics, and steps needed for a unified ILS

In August K. Zimmermann worked with H. Wilde and A. Johnson to begin rolling out individual username and password credentials for Sierra access to increase security.

On July 25, K. Zimmermann offered to meet with A. Johnson to discuss setting up MCPL circulation notices to be automatically sent out to library patrons instead of being sent manually by MCPL staff.

On July 22, K. Zimmermann invited A. Johnson to select an MCPL staff member to attend Sierra Technical Services Training hosted by Innovative along with a WVLS staff person in October. This will help MCPL with training new staff on the MCPL Technical Services Team.

In June and July K. Zimmermann and J. Klingbeil worked with MCPL to offer multiple workaround options when Baker and Taylor's usual file transfer protocol (FTP) service failed multiple times. FTP is an essential acquisitions process that is necessary for MCPL to order new materials from Baker and Taylor, as well as receive and process related invoices.

## **RESULTS FROM SECOND QUARTER 2022 REPORT**

### **April - June 2022**

#### **June 2022**

On June 8, K. Zimmermann met with S. Martell to discuss ILS fine payment reporting.

On June 17th, a change in Baker & Taylor's servers behind their ordering service disrupted ordering functionality for many customers. J. Klingbeil and K. Zimmermann worked with MCPL staff and vendor support from Baker & Taylor and Innovative to identify the root cause of Baker & Taylor service level issues preventing successful ordering from the Sierra Acquisitions module. It was determined that Baker & Taylor's new server was misconfigured (affecting customers globally). Innovative was able to adjust a configuration setting on our "customer" side as a temporary solution, which worked for MCPL's case since Baker & Taylor is the only service provider MCPL currently connects to via this mechanism. Soon after, Baker & Taylor resolved the root issue on their side.

#### **May 2022**

D. Hahn consulted with K. Zimmermann regarding Sierra and printing at MCPL branches. With information Zimmermann shared in March and in May, D. Hahn was able to successfully resolve printing issues.

K. Zimmermann followed up with M. Stachowiak regarding Sierra invoicing and acquisitions and met with H. Wilde to review ILS reports and statistics regularly gathered by MCPL and WVLS.

### **April – May 2022**

K. Zimmermann had multiple telephone and email conversations with B. Krombholz, J. Kinney and other MCPL staff to improve Aspen Discovery record display, user experience, and website indexing.

K. Zimmermann had several meetings and conversations with A. Johnson, MCPL IT Technician D. Hahn and MCPL Mosinee Branch Coordinator S. Moscatello to roll out Sierra Web Application access as an alternative to Sierra Offline Circulation. MCPL branches experiencing high latency with network connectivity are occasionally unable to access Sierra Desktop Application. The addition of Sierra Web Application for these branch locations allows branch staff to offer more services to patrons than Sierra Offline Circulation, including the ability to create new patron records, edit patron records, take fine payments and check in items.

## **RESULTS FROM FIRST QUARTER 2022 REPORT**

## December 2021 - March 2022

Following a conversation with D. Hahn addressing shared concerns with MCPL's current suite of self-check, sorting machine, and RFID products, WVLS offered to support MCPL in determining ILS compatibility with alternative self-check, sorting machine, and RFID vendors.

In January, WVLS shared information with D. Hahn to support MCPL branch libraries with printing paging lists from Sierra.

In December 2021 and January 2022, WVLS worked with MCPL Library Business Specialist H. Wilde and K. Roesler to ensure that WVLS and MCPL practices for gathering patron record statistics gathering is accurate and consistent.

WVLS worked with K. Roesler, L. Wood and K. Sullivan to add the 'Merge Patrons' function to MCPL's Sierra logins, and to develop a training document outlining the use of the function.

WVLS helped K. Roesler, L. Wood and D. Hahn to install Sierra Offline Circulation on MCPL workstations and to train staff to use the product during network interruptions. This feature enables libraries to efficiently check out materials to patrons when they are unable to access the usual Sierra Desktop Application. Branch libraries received assistance in testing the Sierra Offline Circulation product and using it during one outage in January and another in February.

MCPL received WVLS troubleshooting and support following an unusually high number of dropped email notifications to patrons.

## Collaborative collection development to encourage a timely, broad, and extensive collection

- **Expectation Complete:** Continue annual grant to provide MCPL with additional funding for physical holdings to broaden the scope of the fiction and nonfiction collections.

### RESULTS FROM FIRST QUARTER 2022 REPORT

The WVLS Board of Trustees approved a \$10,000 collection development grant to MCPL to enhance its specialized collections. The grant was given to MCPL in March 2022. MCPL has been the recipient of this grant from WVLS since 2015.

- **Increase communication between member libraries to collaborate on collection development in order to work towards a less repetitive catalog and work together to provide complementary collections.**

### ACTIVITIES UPDATE

A WVLS Collection Development meeting, slated for Thursday, September 29, WVLS will present the results of the V-Cat Collection Development Survey. Attendees will talk about opportunities

for collaboration and how WVLS can support member libraries' collection development processes.

### RESULTS FROM SECOND QUARTER 2022 REPORT

In May, WVLS created a collection development email listserv to increase communication among member library staff involved in collection development. In addition, K. Zimmermann conducted a survey of library staff involved in collection development to determine needs for collection development support and opportunities for collaboration.

- **Help libraries collaborate to create services and collections that respond to needs of underserved populations.**

### ACTIVITIES UPDATE

An email was sent in September sharing the WPLC Collection Development Committee's Diverse Collection Toolkit to the WPLC WVLS Advantage selectors. This toolkit provides useful tips and information for selecting titles that are representative of all readers and users in Wisconsin.

Through frequent communications with colleagues, WVLS provides resources for libraries to consult as they work to build, maintain, diversify, and evaluate their library collections. Resources developed and shared includes Starred Reviews Monthly Digest, material concerns and challenge articles and resources, topic areas in the V-Cat online catalog, as well as professional journals, reviews, blogs, and websites. WVLS also offers online and in-person opportunities for librarians to discuss specific items and collections as a whole, and to share their collection development expertise and offer support.

### RESULTS FROM FIRST QUARTER 2022 REPORT

A. Hamland and T. Weinfurter discussed the creation of curated book and materials lists for Hmong, Afghani, and Spanish speakers as well as a parent resource feature for the MCPL website and for library users in need. Project is ongoing.

- **Assist in the weeding of outdated materials at member libraries to maintain a healthy collection across the system and to prevent outdated and superseded materials from overloading the catalog and confusing patrons.**

### ACTIVITIES UPDATE

In September, libraries with magazines older than 5 years were contacted and encouraged to inventory those holdings. Library staff have been encouraged to weed those titles if no longer on the shelf or no longer relevant.

In July, the WVLS *Monday Mentions* announced a webinar opportunity on the topic of weeding outdated materials. Hosted by OCLC, a global library organization that provides shared technology services, original research, and community programs for its membership and the library community at large, the webinar "Weed 'Em and Reap: Getting Your Collection from Awful to Awesome" was held on July 14.

## RESULTS FROM SECOND QUARTER 2022 REPORT

In May, WVLS created a collection development email listserv to increase communication among member library staff involved in collection development. In addition, K. Zimmermann conducted a survey of library staff involved in collection development to gather information on weeding practices and gauge needs for weeding support.

## RESULTS FROM FIRST QUARTER 2022 REPORT

WVLS offers training to libraries to create their own lists of materials to consider for weeding. Lists are also provided to libraries upon request. To date, one list has been requested in 2022.

Additionally, WVLS assists libraries with completing an inventory of their collections. To date, one library has requested assistance.

During the bibliographic records without subject headings project (update provided above), many libraries used their list of bibliographic records to do an inventory and to weed collections. This project assisted library staff in finding missing items that were still in the V-Cat database as well as outdated or damaged items.

- **Work with MCPL to find a solution for preserving our community's paper of record, the Wausau Daily Herald.**

## ACTIVITIES UPDATE

Digitization projects are unique to each community, nature of each project, and format of items to be digitized. WVLS consultants assist member libraries in developing a plan for each digitization project, as well as identifying grant opportunities suited for project needs, grantor eligibility factors, and grant timelines.

### July-August 2022

On September 7, J. Kinney notified WVLS that she was awarded a \$1,000 grant from WiLS to support work on one of MCPL's digitization projects.

A. Hamland and J. Kinney continued conversations regarding narrative writing for the National Endowment for the Humanities (NEH) National Digital Newspaper Program (NDNP) and other grant opportunities. J. Kinney completed the WiLS Ideas to Action Grant process with award notifications expected in late August or early September.

J. Kinney and A. Hamland will use feedback on WiLS application to fine tune the MCPL Wausau Daily Herald Digitization Project narrative for the NDNP grant deadline of January 12, 2023.

## RESULTS FROM SECOND QUARTER 2022 REPORT

### April-June

J. Kinney consulted with A. Hamland and K. Zimmermann on April 19, May 18, and June 8 to discuss the development on MCPL's digitization projects, explored solutions to access,

connections partner organizations and libraries, and finally grant opportunities. The Wausau area yearbooks project likely will require fewer decisions regarding digitization, metadata, copyright, and platform than the digitization of oral histories, Wausau Daily Herald, and genealogical materials.

## Increased continuing education & professional development geared for larger libraries

- **Expectation Complete:** WVLS should survey MCPL staff on continuing education needs and desires.

### RESULTS FROM SECOND QUARTER 2022 REPORT

During the March 21, 2022 MCPL Board of Trustees meeting, WVLS was asked to share the results of the continuing education and training survey sent to member libraries in January 2022. The survey results are shared at the end of this report as Exhibit A.

Survey results were used to develop topics for a Spring 2022 Webinar series and will be used to drive upcoming workshop and training opportunities. Continuing education webinars are offered by WVLS in collaboration with the IFLS Library System, Northern Waters Library Service, and Southwest Wisconsin Library System.

### RESULTS FROM FIRST QUARTER 2022 REPORT

To identify area libraries' continuing education and training needs, public library directors were asked to complete a survey sent to them on January 31, 2022. On February 1, L. Giordano and H. Wilde were asked to forward the survey to MCPL staff for their feedback.

- **WVLS will host an annual in-service day for MCPL staff covering continuing education programming that is relevant MCPL staff members with specialized knowledge and roles.**

### ACTIVITIES UPDATE

On July 11, 2022, J. Matczak presented an in-service day schedule to L. Giordano, which included an agenda, speaker description, and registration link. The in-service day is scheduled for Friday, September 16. J. Matczak will arrange speaker needs with S. Albrecht and M. Wright, manage refreshments, order lunch, and coordinate the room set up. MCPL staff started registering for the in-service day on August 25, 2022.

### AGENDA

8 - 8:30 am	Refreshments and Conversation
8:30 am	Introduction and Housekeeping
8:35 am – 12:00 pm	The Challenging Patron Workshop: Library Security, Safety, and Service at the Moments of Truth with Dr. Steve Albrecht (There will be a 15-minute morning break.) <i>Dr. Steve Albrecht (from Springfield, MO) has trained thousands of library employees on the do's and don'ts of handling challenging,</i>

*entitled, odd, or even threatening patrons who may want to disrupt the library. His popular program offers practical and realistic tools which will make your facility a better, safer place to work.*

**12 - 12:45 pm**

**Lunch**

**12:45 - 2:45 pm**

**Security Scenarios with Dr. Steve**

*Based on the morning workshop, take a deeper dive into security scenarios specific to MCPL and its branch locations.*

**2:45 – 3:00 pm**

**Break**

**3 - 3:30 pm**

**Team Building Exercises with Jamie Matczak**

*WVLS Education Consultant Jamie Matczak will lead small groups into fun and collaborative team-building exercises.*

**3:30 - 4:15 pm**

**Meditation and Relaxation with Mandy Wright**

*End the day relaxed and refreshed! Certified mediation and yoga instructor Mandy Wright will guide the group on breathwork, gentle movement, and mindful connection.*

**4:15 - 4:30 pm**

**Wrap Up**

## **RESULTS FROM SECOND QUARTER 2022 REPORT**

On May 11, 2022, J. Matczak and L. Giordano spoke on the phone about a potential keynote speaker located in California. On May 19, 2022, J. Matczak presented a tentative schedule for the annual in-service day. L. Giordano approved the schedule. J. Matczak reached out to Wausau Mayor and former MCPL/WVSL board member K. Rosenberg on local leaders who could serve as presenters in the afternoon segment of the in-service.

## **RESULTS FROM FIRST QUARTER 2022 REPORT**

### **January-March 2022**

An MCPL staff in-service is scheduled for Friday, September 16, 2022. J. Matczak and L. Giordano planned to meet over the next few months to decide topics and speakers.

- **WVLS will create a system orientation for new MCPL employees to improve awareness of WVLS services, staff and assistance that can be given to each staff member based on their role.**

## **ACTIVITIES UPDATE**

### **July – September 2022**

On September 8, S. Machones reached out to L. Giordano to enquire about how best to provide an Inclusive Services Orientation for her and/or her staff.

On September 6, K. Zimmermann provided V-Cat orientation for K. Sabelko.

On August 16, A. Hamland met with L. Giordano to provide information regarding WVLS services in Youth, Teen, and Adult Consulting and a tour of the WVLS website as part of the orientation for new public library directors.

## **RESULTS FROM SECOND QUARTER 2022 REPORT**

## April- June 2022

On April 5, K. Zimmermann provided L. Giordano a brief V-Cat Orientation refresher. During the discussion, Giordano shared her experiences with V-Cat, and the needs of MCPL staff. K. Zimmermann welcomed feedback and further communication from MCPL team members as needs and concerns arise. Three items for follow up were noted: 1. cross county payments (follow up by M. Sepnafski); 2. possible duplication of effort in reports run by MCPL staff and WVLS staff (follow up by K. Zimmermann); and 3. WVLS and MCPL Overdrive Advantage Collections (follow up by R. Metzler).

In April, M. Sepnafski and J. Matczak met with L. Giordano to review expectations for this goal. L. Giordano suggested that a helpful tool to share with new MCPL Board members and staff would be a Digital Byte (WVLS digital training video) on WVLS, its operation, and how it supports member libraries. An outline for the training video was developed in May.

## RESULTS FROM FIRST QUARTER 2022 REPORT

### December 2021-March 2022

In January 2022, WVLS Director M. Sepnafski and WVLS Administrative Assistant S. Hafemeister met with L. Giordano, to provide an introductory orientation about Wisconsin's library landscape and the system's operation and services.

In December 2021, J. Matczak met with L. Giordano to review the WVLS orientation process. J. Matczak shared information about public library certification processes and requisite documentation, including a WVLS *Digital Byte* training video that reviewed forms for public library certification.

Also in December 2021, K. Zimmermann provided a V-Cat orientation for A. Johnson.

- **WVLS will create *Digital Byte* training videos specific to MCPL professional development requests.**

### ACTIVITIES UPDATE

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 addressing how to handle legal reference questions.

In July, J. Matczak published a Digital Byte training called "[Tools for People with Disabilities](#)," in which she reviews five mobile tools that MCPL staff can recommend to library patrons.

- Additional training videos developed in July include "[Finding Books By Grade Level](#)," which offers tips from Katie Zimmermann 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; and “[Breaking the Binary](#),” in which Sarah Wargin from Northern Waters Library Service discusses pronouns, gender identity, gender expression, and more.

### RESULTS FROM FIRST QUARTER 2022 REPORT

On April 29, 2022, J. Matczak connected with L. Giordano on *Digital Byte* training videos specific to MCPL professional development requests. L. Giordano contacted key MCPL staff members on feedback. Feedback was shared with J. Matczak via email on May 10, 2022. Topics for *Digital Byte* trainings include audio/video editing software tips and tricks, digitizing materials, storing local materials/archives, emerging technology/apps, free and easy software for publishing, and accessibility apps.

## Technology & website support

- **Expectation Complete:** WVLS should work with MCPL’s Library Services IT Technician to configure new discovery layer to work with MCPL’s website to create a seamless transition with maximum functionality.

### RESULTS FROM FIRST QUARTER 2022 REPORT

K. Zimmermann met with B. Krombholz, J. Kinney and A. Johnson as well as representatives from the MCPL Library Services Team to ensure the new Aspen Discovery library catalog would be configured to MCPL’s expectations to best serve Marathon County library users. As part of this effort, K. Zimmermann met with B. Krombholz and J. Kinney eight times between November 2021 and March 2022 (11/23, 12/1, 1/19, 2/2, 2/9, 2/15, 3/2,3/9). Note that most WVLS libraries received one or two Aspen discovery consultations. Additional permissions were granted, and settings enabled as desired for MCPL customization.

On March 7, K. Zimmermann met with J. Kinney, K. Sullivan, T. Hornbeak, and other members of the MCPL Library Services Team to ensure that the desired collections and materials would be featured in the Aspen interface and provide an overview of opportunities for featuring library materials through lists, browse categories and collection spotlights.

Multiple training sessions were provided for staff, and recordings offered, to familiarize staff on how to use and configure the Aspen Discovery catalog, and ways in which library patrons will experience the catalog while searching, placing and managing holds, using patron account features, and paying fines. A month-long soft launch for MCPL staff began on February 14 so that staff could become comfortable with the interface before rolling it out to patrons.

WVLS Aspen Discovery staff created customizable promotional material and tutorial videos for library staff and patrons. A. Hamland created placards to promote online resources and special collections that display when library users search related keywords. For example, when a person searches “ancestry” or “family tree,” an image and link for genealogy resources appears offering access to Ancestry Library Edition, Heritage Quest, historic and local newspapers, etc. Likewise, if someone searches “engine,” links to online resources for auto-repair display.

## Fiscal

- **Annual cost-benefit analysis presented to MCPL's Library Board describing the services provided and the associated costs.**
- **Assist MCPL in finding and applying for grant opportunities as applicable.**

### ACTIVITIES UPDATE

July-September 2022

#### WVLS WLA Conference Scholarship; November 1-4

On September 5, 2022, member libraries were notified of the availability of full conference scholarships to attend the 2022 Wisconsin Library Association (WLA) Conference, that will be held in Lake Geneva on November 1-4. Valued at \$1,200, the scholarship will cover conference registration, transportation, three nights of lodging, and meal reimbursement.

#### Emergency Connectivity Fund (ECF) and American Rescue Plan Act (ARPA) Supported Projects

Two large technology service projects began during 2022 with ECF and ARPA support:

**MOBILE HOTSPOTS:** LEAN WI technology resource sharing partners IFLS, NWLS, and WVLS received notification of award for an application for 240 mobile hotspot devices and data plans. MCPL is allocated at least 18 devices and service plans (funded through 2022) valued at \$3,100. These devices are entering service during August and September. Additional devices may become available to allocate to MCPL during 2022 or 2023 depending on overall usage throughout WVLS and the LEANWI partnership, and if our third-round request for additional hotspots is awarded.

**PUBLIC PRINTING MANAGEMENT:** LEAN WI partners are supporting a large multi-site implementation of Princh Mobile Printing services, currently in progress. BYOD and Public Printing services valued at \$34,200 are available to MCPL, covering the Wausau location and all branches through at least the first quarter of 2027.

### RESULTS FROM SECOND QUARTER 2022 REPORT

April – June 2022

#### WVLS Summer Performer Grant

The WVLS Board of Trustees approved a \$240 grant for each member public library and branch to apply toward contracts with summer library program performers. Public library directors and youth service librarians were notified of this opportunity in December 2021, February 1, and February 21, 2022. This year's WVLS grant opportunity will support 21 performances across the WVLS area throughout the summer.

Specifically, the grant will support a performance at seven MCPL locations for a total grant benefit of \$1,680.

**Digitization Grants (see also p. 27)**

Digitization projects are unique to each community, nature of each project, and format of items to be digitized. WVLS consultants assist member libraries in developing a plan for each digitization project and finding grant opportunities suited for project needs, grantor eligibility factors, and grant timelines.

A. Hamland and J. Kinney continued conversations in July and August regarding narrative writing for the National Endowment for the Humanities' (NEH) National Digital Newspaper Program (NDNP) and other grant opportunities. J. Kinney completed the WiLS Ideas to Action Grant process with award notifications expected in late August or early September.

A. Hamland and K. Zimmerman met with MCPL Adult Services Librarian J. Kinney on April 19, May 18, and June 8 to outline the needs and progression for each digitization project she is leading. The Wausau area yearbooks project likely will require fewer decisions regarding digitization, metadata, copyright, and platform than the digitization of oral histories, Wausau Daily Herald, and genealogical materials.

**WVLS WAPL Conference Scholarship; May 11-13**

On April 6, member libraries were notified of the availability of full conference scholarships to attend the 2022 Wisconsin Association of Public Libraries (WAPL) Conference, held in Pewaukee on May 11 – 13. With a theme of INFINITE POSSIBILITIES, the goal of this year's WAPL conference was for attendees to leave empowered to explore possibilities beyond their library and community.

Valued at \$800, the scholarship covered conference registration, transportation, two nights of lodging, and meal reimbursement. Interested recipients were asked to notify WVLS on April 13, and applications were due May 6.

**Ideas to Action Fund (see also p. 27)**

On Monday, May 16, WVLS notified member libraries about the WiLS Ideas to Action Fund. This fund provides grants of up to \$5,000, so all types of libraries can bring their project ideas to life. The Fund encourages partnerships and collaborations among WiLS members and with community partners, supports innovative and exploratory new work within the Wisconsin library community, and seeds the development of processes, methods, or resources that can be used by other libraries and cultural organizations. Proposals were accepted until June 6.

**PLA Digital Literacy Workshop Incentive**

On Monday, May 25, WVLS notified member libraries about the Public Library Association (PLA) Digital Literacy Workshop Training Incentive, supported by AT&T. The incentive program is designed to support library adoption of new digital literacy courses and training materials, which are freely available in English and Spanish at DigitalLearn.org. All public libraries in the U.S. were eligible to apply for one of two incentive amounts. Tier 1 incentive recipients will receive \$4,000 and be required to conduct a minimum of three workshops reaching a total of 18 learners. Tier 2

Incentive recipients will receive \$7,000 and be required to conduct a minimum of five workshops reaching a minimum of 50 learners. The application deadline was Friday, June 10, and recipients will be announced in August.

### **WVLS ARSL Conference Scholarship; September 14-17, 2022**

On Monday, May 2, WVLS notified member libraries about the availability of full conference scholarships to attend the national 2022 Association of Rural and Small Libraries (ARSL) Conference. The 2022 ARSL Conference will be held in Chattanooga, TN, and will run from September 14-17. This conference is specifically designed for rural library staff. Previous conference topics have included building community advocacy, effective trustee recruitment, safety procedures, inexpensive programming ideas, innovative web services, customer service, and more.

Valued at \$1,800, the scholarship will cover conference registration, round-trip airfare, four nights of lodging, meal reimbursement, and more. The scholarship application deadline closed on Friday, May 20.

### **RESULTS FROM FIRST QUARTER 2022 REPORT**

#### **January-March 2022**

### **WVLS PLA Conference Scholarship; March 23-25, 2022**

In November 2021, WVLS announced the availability of scholarships to attend the National Public Library Association Conference in Portland, Oregon on March 23-25. The scholarship offered \$3,000 toward travel and conference expenses for selected applicants. In December 2021, WVLS notified D. Richter and J. Kinney and 4 other area colleagues that their applications were selected for scholarships. A conference report from each of the PLA Conference scholars was shared with the WVLS Board of Trustees in May 2022 and is available [here](#).



**WVLS PLA Conference Scholarship Recipients (L to R):** Jennifer Davis, Minocqua Public Library; Laurie Ollhoff, T.B.

Scott Free Library – Merrill; Elisha Sheffer, Rhinelander District Library; **Dan Richter** and **Julie Kinney**, Marathon County Public Library; and Ashley Polinski, Rhinelander District Library.

### **WVLS Library Legislative Day Scholarship; February 3, 2022**

A WVLS scholarship to participate in the 2022 Wisconsin Library Legislative Day (LLD) was offered to member public library staff. Sponsored by the Wisconsin Library Association, LLD was held on February 3 in Madison. (See also mention below under Additional Items of Information)



**Library Legislative Day:** **Mike Otten** and **Sonja Ackerman** (WVLS Trustees from Marathon County), Laurie Ollhoff (Marathon Co. resident and Assistant Director at T.B. Scott Free Library – Merrill), Senator Jerry Petrowski, Angela Bodzislaw (Spooner Public Library Director), and Sherry Machones (Northern Waters Library Service Director)

## **Additional Activities**

### **Library Advocacy**

#### **ACTIVITIES UPDATE**

On August 23, K. Zimmermann provided reports detailing the value of library materials to the community similar to the “You just saved \$\_\_ by using your library card!” message that appears on patron receipts. Two sets of data and reports were prepared. The first detailed the value of items owned by MCPL circulated at any V-Cat location. The second gave the estimated value of V-Cat items circulated at MCPL locations (regardless of ownership). The reports are valuable for library advocacy during the Marathon County budgeting season and were provided within a quick turnaround time as requested by A. Johnson.

### **WVLS Promotes Library Card Sign-Up Month**

On August 15, WVLS added its member libraries to the statewide [getyourlibrarycard.org](http://getyourlibrarycard.org) website that directs Wisconsin residents to sign up for digital library cards for their county and library. To help

promote this resource during Library Card Sign-Up Month in September and beyond, public library system marketing consultants designed high-quality, vinyl, die-cut stickers that can be placed on water bottles, laptops, phone cases and more. In early September, all MCPL locations received stickers to hand out to library patrons and community members.

## **RESULTS FROM SECOND QUARTER 2022 REPORT**

### **WVLS 2021 System Information & Public Library Statistics**

Produced annually, the *WVLS 2021 System Information & Public Library Statistics* booklet presents member library service trends from data recorded in members' annual reports and highlights how libraries benefited their communities in 2021. The booklet also shares the benefits of the system/member library partnership and mentions some of the system's key accomplishments in 2021. The booklet is distributed to member public library directors and library board Presidents, county library board chairs, municipal and county clerks, and area legislators.

## **RESULTS FROM FIRST QUARTER 2022 REPORT**

### **WVLS Advocates for Libraries at WLA's Library Legislative Day**

Two of the five attendees from WVLS counties at 2022 Library Legislative Day on February 8 were appointed to the WVLS Board of Trustees by the Marathon County Board to represent Marathon County. In addition to WVLS Trustees Mike Otten and Sonja Ackerman, Laurie Ollhoff (Wausau resident and Assistant Director at TB Scott Free Library, Merrill) also attended from Marathon County. Ackerman reached out to L. Giordano prior to the event to inquire whether there were specific MCPL services, programs, stories, or concerns that she could carry into the appointments with six area legislators visited by herself and Otten. Information about LENA Start, virtual content, grab-and-go STEAM theme craft kits and value-added services provided by MCPL during the pandemic was shared.

## **Continuing Education and Consultation**

### **RESULTS FROM FIRST QUARTER 2022 REPORT**

In late 2021, WVLS consulted with MCPL Youth Services staff about virtual storytime and MCPL virtual programming technologies, and on planning in-person programming using COVID-19 safety precautions.

WVLS also consulted on recommended processes when receiving material concerns from the public and recent intellectual freedom challenges occurring in schools and libraries nationally.

## **Collection Development and Readers Advisory**

### **ACTIVITIES UPDATE**

In September, training information for creating and sharing lists within Aspen was shared at the V-Cat Council Meeting.

In August, training information for creating and sharing lists within Aspen was provided to J. Peterson, and E. Lutz.

## **RESULTS FROM FIRST QUARTER 2022 REPORT**

To highlight and promote library collections, A. Hamland and K. Zimmermann work with member libraries to incorporate curated book and other material lists they wish to market into the new Aspen Discovery catalog. This includes displays of book covers or other materials in a browsable display on websites.

## **Administration**

### **ACTIVITIES UPDATE**

In August, M. Sepnafski began collecting county plans from other consolidated county library systems to prepare a draft MCPL Plan to share with L. Giordano.

## **RESULTS FROM SECOND QUARTER 2022 REPORT**

In May, M. Sepnafski provided L. Giordano with salary information from other system resource libraries, libraries with service populations comparable to MCPL, other consolidated county libraries and libraries having an annual revenue similar to MCPL. The list of peer library data was requested for Marathon County's classification and compensation study.

## **RESULTS FROM FIRST QUARTER 2022 REPORT**

WVLS monitors the Department of Public Instruction's Public Library System Redesign (PLSR) activities and participates in PLSR-related activities and discussions. Most recently, staff participated in a Wisconsin Library System Directors meeting with DPI to learn about grant opportunities for collaboration among library systems in areas of discovery and resource sharing over the next five years.

## APPENDIX A: WVLS Continuing Education Survey Analysis

WVLS is partnering with the IFLS Library System (IFLS), Northern Waters Library Service (NWLS) and the Southwest Wisconsin Library System (SWLS) to plan and host a series of webinars for our member libraries in 2022. In the area of continuing education and professional development, several library systems across the state have multi-system partnerships for this purpose.

To drive the direction for webinar topics, member libraries in WVLS and partnering systems are asked to share their continuing education priorities through an annual survey sent to all library staff early in the year. The January 31, 2022, survey elicited responses from 14 MCPL staff members. Results from this recent survey, follow.

### 1) Which general topic areas would be helpful as a 60-minute webinar in February - May 2022?

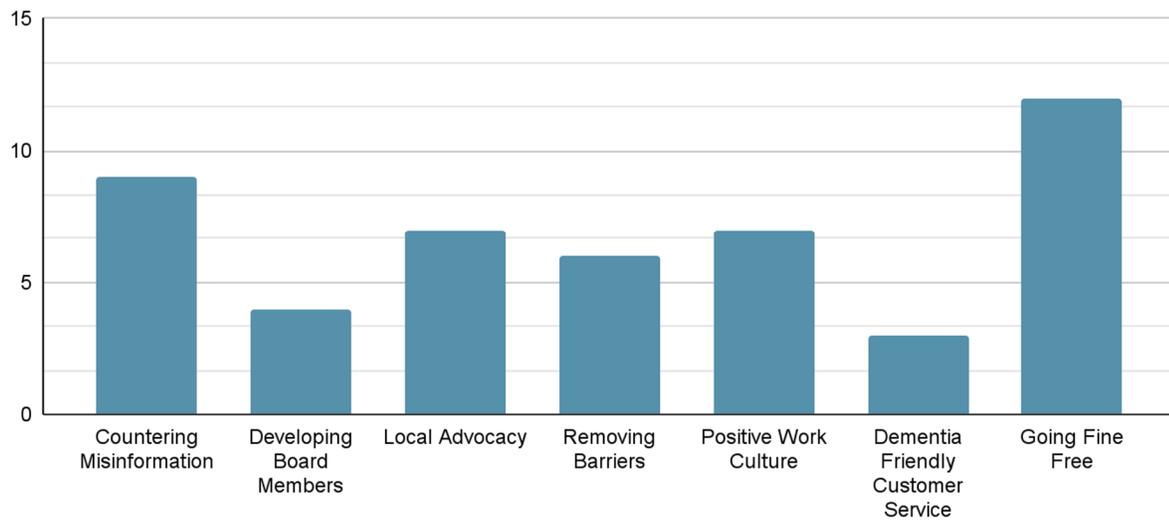
There were 12 topic choices in this question, decided by trends and feedback from librarians in WVLS, IFLS, NWLS and SWLS. Respondents were asked to select their top six.

- Countering Misinformation
- Positive Work Culture
- Local Advocacy
- Improving Access/Removing Barriers
- Inclusive Weeding
- Materials Challenges
- Time Management
- Dementia Friendly Customer Service
- Promoting and Engaging in Civic Dialogue
- Developing Board Members
- Removing Barriers
- Starting a Friend's Group

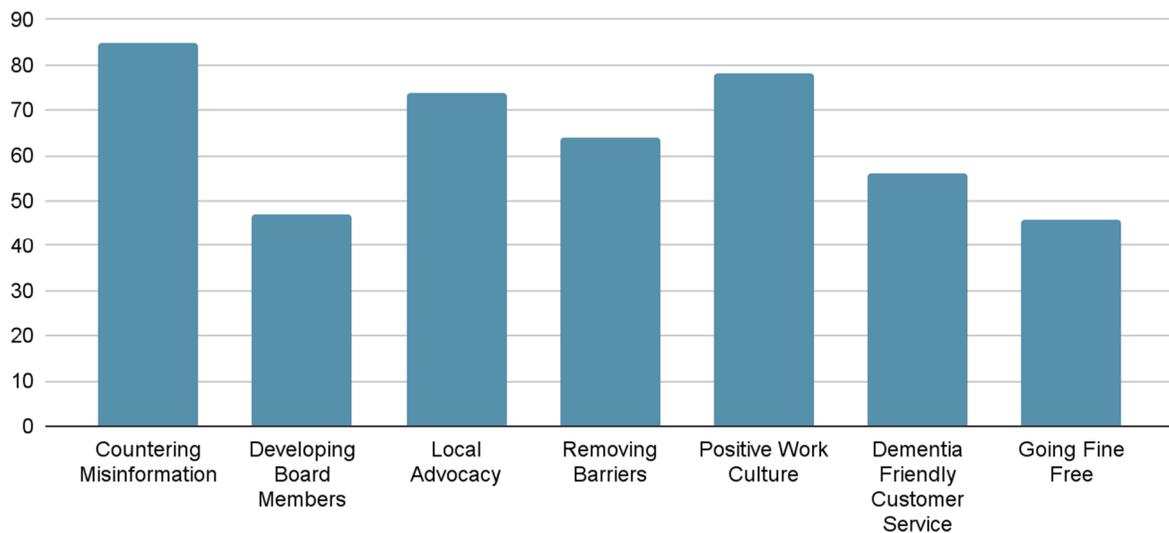
Following is a graph of the top preferences of MCPL staff followed by a graph showing the top choices from all staff from libraries in the system partnership.

The topic "Going Fine Free" scored high among MCPL survey recipients; overall it was ranked #10 out of the 12 topic choices. Countering Misinformation, Positive Work Culture, and Local Advocacy also scored high.

## MCPL Responses



## All Responses



The top responses from libraries in WVLS IFLS, NWLS and SWLS were Countering Misinformation, Positive Work Culture, and Local Advocacy.

Based on this survey feedback, the following topics were selected for the “Spring Webinar Series” presented in April-May 2022.

April 19: Enhancing Your Workplace Culture

April 28: Where Does the Money Come From? Public Library Funding in Wisconsin

May 5: Public Libraries and Fake News

Because some librarians have limited time to take surveys, a question about youth service topic areas was included in this year’s survey.

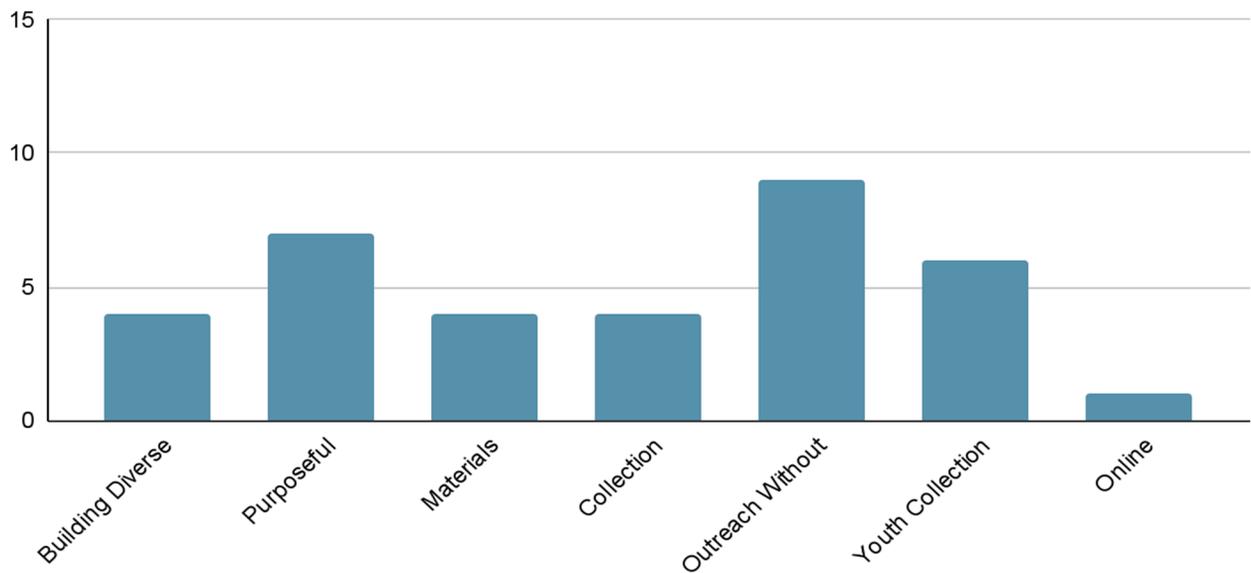
**2) Which youth services areas would be helpful as a 60-minute webinar in February - May 2022?**

There were 7 topic choices in this question, decided by trends and feedback from librarians in WVLS, IFLS, NWLS and SWLS. Respondents were asked to select their top three choices.

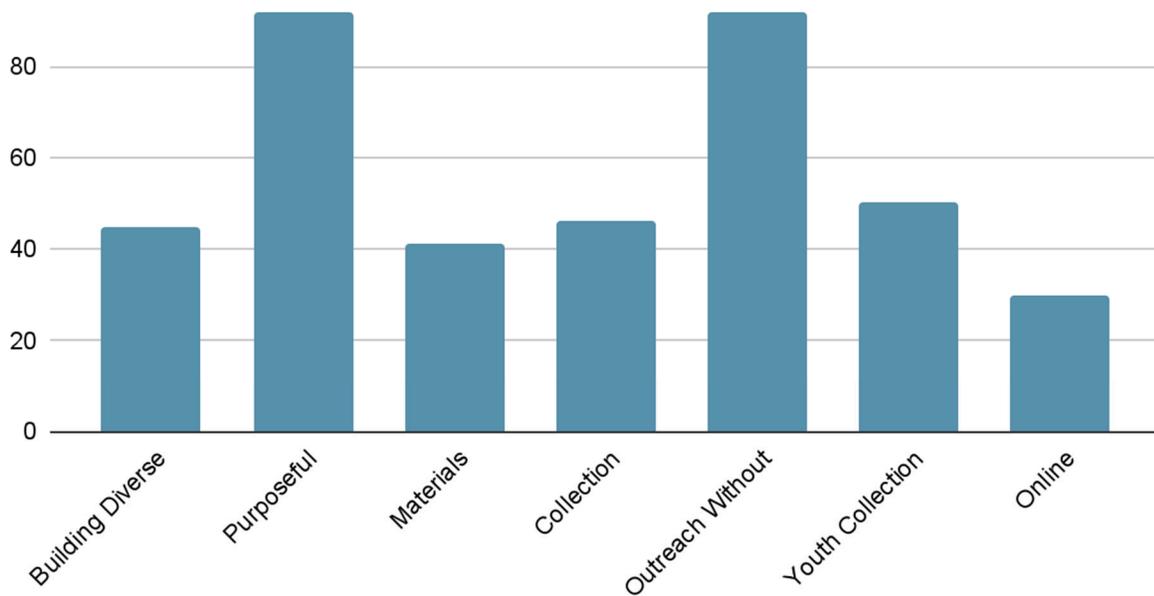
- Building Diverse Collections
- Collection Management Basics
- Materials Challenges
- Online Registration for Summer Programming
- Outreach without Overextending
- Purposeful Program Idea Slam
- Youth Collection Shelving Systems

The topics of Outreach without Overextending, Purposeful Program Idea Slam, and Youth Collection Shelving Systems were the top choices for MCPL.

**MCPL Responses**



## All Responses



Above are the responses from librarians in WVLS, IFLS, NWLS and SWLS. Similar to the responses from MCPL, the topics of Outreach without Overextending, Purposeful Program Idea Slam, and Youth Collection Shelving Systems scored the highest.

The WVLS system plan states that WVLS will “sponsor a minimum of nine (9) contact hours annually of continuing education opportunities relating to youth and young adult services.” Librarians serving youth benefit from all webinars even if the content is not directly related to youth services and programs.

In addition to guiding the focus for the annual WVLS Youth Services Workshop held in December, topics selected by librarians serving youth are incorporated into WVLS Youth Services Information Exchange (YSIE) discussions scheduled throughout the year.



# WVLS Youth Services Consulting



## Youth Services Meetups

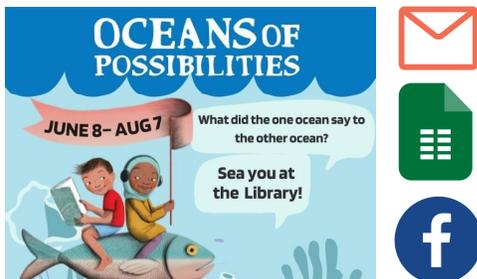
- Programs & Services
- Professional Topics
- In-person: opportunities for conversation, bonding, mentorship
- Virtual: Inclusive opportunity for small staff, no travel necessary



Anne Hamland  
Public Library  
Services Consultant

## Personal Consultation

- On demand confidential assistance
- Recent topics: material challenges & concerns, planning a summer program, building a successful storytime, evaluating programs & services



## Tools & Templates

- Youth Services Facebook Group, Email Listserv, and Resource Webpages: communications are duplicated to offer access for any communication preference
- Collaborative Performer Booking Sheet
- Take & Make Idea Sharing
- Summer Library Program Social Media Marketing Templates
- Summer Library Program Print Reading Log Templates



## Youth Librarian Professional Opportunities

- *WLA Membership* and Conference Professional Scholarship
- Library Legislative Day, Wisconsin Association of Public Libraries, Wisconsin Educational Media & Technology Association, Association for Rural and Small Libraries, Public Library Association, American Library Association.
- WVLS Innovation and Collaboration Literacy Grant

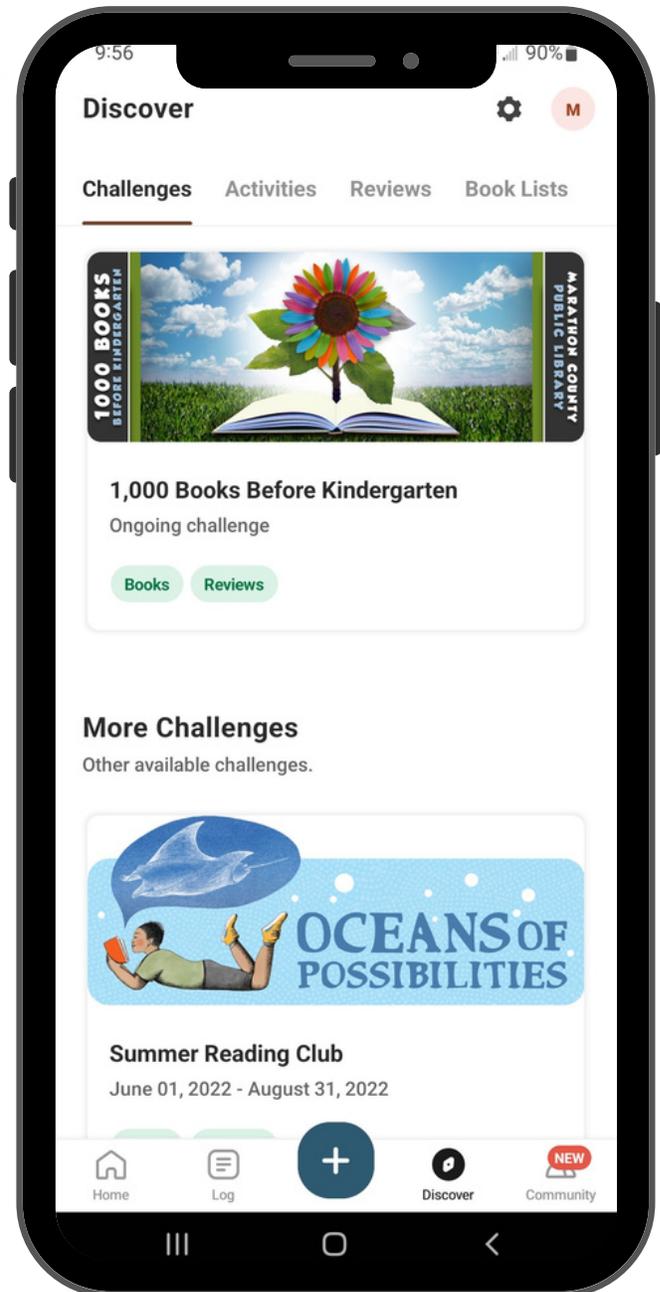


The Wisconsin Department of Public Instruction's Division for Libraries and Technology issued a \$327,000 grant to WVLS in May 2020 and a second grant in August 2021 for \$277,000 to serve as the fiscal agent for a three-year contract with Beanstack, on behalf of all public and school libraries across Wisconsin.

“**Beanstack makes it easy for patrons to register, track reading, and earn incentives while libraries gain data-driven insights.**”

## FEATURES

- Online platform and mobile app
- Specializes in reading challenges for all ages, all year long
- Customizable for every library
- Enhances virtual connections with users
- Complements offline programs
- Accessible via individual library webpages and mobile devices
- Simple and effective report and statistical dashboard for librarians



# Marathon County Public Library

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[mcpl.us/research/online/virtual-reading-club-beanstack](http://mcpl.us/research/online/virtual-reading-club-beanstack)



[web access](#) [Apple iOS app](#) [Google Play app](#)

**Use Beanstack to track your reading and participate in a variety of reading challenges, such as 1,000 Books Before Kindergarten, 100 Books Before Graduation and our Summer Reading Club!**

## **To get started:**

1. Use the links on this page to install the Beanstack app on your smartphone or tablet, or use the "Web Access" link on your computer.
2. Register yourself and/or your family members that want to participate.
3. Review the available reading challenges, and start logging your accomplishments.
4. As you earn rewards, please follow the instructions to pick them up.

Please note: Not all age groups will have challenges available year-round, but you can still use the app to track your reading on your own.

**If you have any questions or experience difficulty, please contact us!**



## APPENDIX C: Subject Headings Maintenance

Question raised during the July 18, 2022 MCPL Board of Trustees meeting:

*How does WVLS ensure that bibliographic records have subject headings?*

**WVLS Response from WVLS Cataloger Rachel Metzler:**

Cataloging work is an effort that is ongoing. Bibliographic records are improved over time by the collaborative effort of all V-Cat member library catalogers working with WVLS staff responsible for V-Cat administration and maintenance.

Following are the steps taken for ongoing maintenance of subject headings in bibliographic records.

**GOAL: Ensure all V-Cat catalogers are saving the most complete records into the V-Cat database.** The V-Cat database contains two main types of bibliographic records: temporary and full. This effort is to monitor and maintain the quality of the full records.

### **ACTION STEPS:**

- 1) V-Cat Cataloging training is offered twice a year to all V-Cat cataloging staff in the consortium. These trainings continue to emphasize the importance of subject headings to the patron search experience. Additional training is offered to member library staff upon request or when WVLS sees a need.
- 2) A [resource document](#) has been provided to all libraries in the V-Cat ILS consortium that clearly states what is required in a full bibliographic record before it can be saved to the database. This document states that no bibliographic record should be saved as a full record into the V-Cat database if it does not contain Library of Congress subject headings.
- 3) A [V-Cat Recommendation](#) details that all V-Cat catalogers must be trained by a WVLS staff member and that cataloging privileges can be removed if standards are not met.

**GOAL: Ensure WVLS remains aware of records that do not have subject headings and expedites clean-up when necessary.**

### **ACTION STEPS:**

- 1) WVLS staff will monitor full bibliographic records with monthly queries of the database. This query will seek out bibliographic records without subject headings that are not marked as temporary.
- 2) WVLS staff will follow up with V-Cat catalogers to alert them to the error and request that the records be cleaned up.