



1) Holiday Closures

- The WVLS Office will be closed on the following: Friday, December 23; Monday, December 26 and Monday, January 2, 2023.
- Delivery/courier service will not be running on the following: Monday, December 26 and Monday, January 2, 2023.
- Monday Mentions will not be posted the week of Monday, December 26. During the week of Monday, January 2, 2023, it will be posted on Tuesday, January 3.

2) WVLS Seeks Technology Support Specialist

WVLS is seeking an innovative, knowledgeable, customer service- and team-oriented individual to provide professional and courteous technical support on computer hardware and software, peripherals, and handheld devices, onsite and remotely, to 35 public library service outlets in its 7-county central Wisconsin service area.

[More information is available on the WVLS website.](#) The position will remain open until a qualified candidate is determined.

3) Delivery Tracking in January

Public libraries in Wisconsin will track incoming and outgoing delivery materials for one week during January. This data will be used to study trends and delivery efficiencies among systems.

WVLS libraries/branches should track incoming and outgoing bins and bags for one week. For example, a library that receives delivery on a Monday, Wednesday and Friday is considered "one week." Libraries can choose which week in January they want to track.

[Please enter the data on this spreadsheet.](#) Note there are separate columns for "drop off" and "pick up." For counting bags: If you have 5-8 bags, that counts as 1 bin. If you have 4 or less bags, you do not need to include it in the tally. If a library does not have anything incoming or outgoing on a certain day, write "0" in the column.

This data should be completed by Friday, January 27, 2023. Contact Jamie at jmatczak@wvls.org if you have any questions.

4) WISCAT Membership Agreement

WISCAT will not require participating libraries to pay a participation fee for 2023.

Without an application and license fee, participating libraries should confirm their participation and willingness to follow guidelines. This will ensure patrons receive their materials in a timely manner and create the best possible customer service.

Please open the [WISCAT Membership Agreement](#), fill it out and submit. This membership agreement must be signed and received by the Library Services Team at DPI by January 31, 2023. Failure to return this agreement by the due date will result in loss of WISCAT membership and access will be closed. Questions about this document should be directed to wiscat@dpi.wi.gov.

5) New Digital Bytes

There are two new Digital Bytes available:

- [Take-Aways for Positive Work Environments](#)
As we move into 2023, what are some positive ways to make our work environment more positive? Jamie shares some tips.
- [Publishing Google Slides to the Web](#)
In this Digital Byte, Jamie talks about how to publish Google Slides to the web, and how this can benefit your library.

6) Input Needed on Surveys

- Wisconsin DPI is applying for a federal “**Affordable Connectivity Program**” (ACP) Outreach Grant,” which would enable participating libraries to expand the hours of one or more of their staff and to help low-income residents find the most affordable internet service available to them. The designated library staff -- “Internet Enrollment Guides” -- would promote the program locally, conduct registration events at the library monthly or more often, and assist walk-ins as needed. Guides would get training and support from a statewide coordinator, also hired by the grant. The DPI would like to gauge the interest of libraries around the state in participating in this program. Libraries who are interested should [take the one-minute survey](#).
- [WiLS is conducting a survey](#) on the **Data Landscape Project**. They will be hosting three virtual focus groups in January 2023, with each running 60-90 minutes.

7) ‘Lead the Way’ Conference

[Registration is now open](#) for the Lead the Way Conference: Libraries at the Heart of Community Engagement, April 24-25 in Madison. The conference registration fee is \$325 with reduced rate options.

8) Reminders

The third and final WVLS recorded webinar for 2022 is now posted! “[Management and Retention of Public Library Records](#),” presented by Shannon Schultz, shares information on keeping and trashing digital and paper files that could be considered public record. This presentation is worth 1 contact hour toward public library certification.