Exhibit 13

April 5, 2023

TO: WVLS Library Advisory Committee members
FROM: Jamie Matczak
RE: Library Advisory Committee meeting

CALL TO MEETING

The WVLS Library Advisory Committee meeting will be held at 9:30 AM on Wednesday, April 12, 2023 in the WVLS Office, lower level, Marathon County Public Library, 300 N. First St., Wausau, WI.

AGENDA

9:00 AM   Refreshments and conversation

9:30 AM   Call to order
               Roll Call
               Agenda Revisions
               Approval of the minutes of the August 10, 2022 meeting
               Appointment of a Nominating Committee

               Introduction and Round Table Discussion on Library Services in 2023

10:45 AM   Break – Nominating Committee will caucus to recommend candidates for 2024 Vice President/President-Elect.

11 AM   Report of the Nominating Committee
               Election of the 2024 Vice President/President Elect

11:15 AM   WVLS Service Updates

- Scholarships and Grant Projects
- Continuing Education and Training
- Consultant Services
- Resource Sharing
- ILS/V-Cat Projects
- Technology Support

               Announcements
               Select August Meeting Date

12 PM   Adjournment

Your attendance at this meeting is important. If you are unable to attend, please contact Jamie Matczak (jmatczak@wvls.org) by 12 pm on Monday, April 10. Any person requiring special accommodation planning to attend should notify the WVLS office at 715-261-7250.

Zoom® is available as an option for attendance. Please contact Jamie no later than Monday, April 10 for more information if you wish to participate in this meeting via remote access. This agenda has been sent to the official newspapers in Clark, Forest, Langlade, Lincoln, Marathon, Oneida and Taylor counties.

WVLS Library Advisory Committee
April 12, 2023 – WVLS Office

CALL TO ORDER: President Teresa Hall called the meeting to order at 9:30 a.m.

Members Present: Ada Demlow (Antigo Public Library), Laurie Ollhoff (T.B. Scott Free Library, Merrill), Leah Giordano (Marathon County Public Library), Teresa Hall (Loyal Public Library), Katie Aldrich (Northcentral Technical College), Kay Heiting (Granton School District), Rita Ludvigsen (Western Taylor County Public Library, Gilman), Jacob Stingl (DC Everest Area School District, Schofield), Julie Beloungy (Thorp School District, Carla Huston (Jean M. Thomsen Memorial Library, Stetsonville), Felicia Albrecht (Edith Evans Community Library, Laona), Peg Billing (Lakeland Union High School, Minocqua), Virginia Roberts (Rhinelander District Library)

Members Absent: Brandon Hardin (Withee Public Library), April Hansen (Demmer Memorial Library, Three Lakes)

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

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

APPROVAL OF THE AGENDA: GIORDANO/OLLHOFF MOTION to approve the agenda as published. All ayes. Motion carried.

MINUTES: HUSTON/BELOUNGY MOTION to approve the minutes of the August 10, 2022 meeting as presented. All ayes. Motion carried.

APPOINTMENT OF NOMINATING COMMITTEE: The Nominating Committee is charged with appointing a Vice-President/President Elect. President Hall asked for volunteers to serve on the committee. Demlow and Roberts volunteered and will meet during the break to solicit people for this appointment.

INTRODUCTION AND ROUND TABLE DISCUSSION ON LIBRARY SERVICES
LAC members were invited to introduce themselves. Matczak then led a discussion on library services in 2023. Responses to a survey sent to LAC members prior to the meeting, and comments made during this agenda discussion follow.

1. **What service/s does your library plan to modify, add and/or drop in 2023?**
   - More outreach--library collaboration with area businesses and nonprofits, appearances at fairs, expos, and events.
   - Collaborative programming at various businesses--crafts games, cooking, and the like.
   - Expanding on community sustainability
   - Potential addition of Safari Montage streaming service. Possibly drop-databases, after looking at usage.
   - Increase delivery service.
   - Looking into mobile printing, and considering the elimination of fax service
   - Self sign-up for services.
   - Ended virtual story times.
   - Database usage that had increased during Covid has dropped down severely. Databases that were purchased during Covid will most likely be dropped.
   - Started a monthly book club with teachers and library staff.
   - Started promoting the hotspots and simplifying processes to get them moving. Simplified laptop checkout processes.

- Hotspot check outs are increasing.
- Programming is back in full-swing post Covid. Assessing how to balance technology support for seniors with staff capacity.
- Looking to drop in-person crafts.

2. **If your library was offered a grant to improve a service or develop a new one, what would it be?**
- Working on an oral history project, moving forward with a building project and will be working on a feasibility study.
- Promotion of summer reading for students.
- Internet safety and security training for families by hosting a tech professional at an event held at the school and/or provide flyers or short videos for training on demand - could also include a session for school staff.
- Develop a bookmobile service.
- Meeting room.
- Non-traditional offerings and technology usages.
- Multimedia space for patrons with photo/video recording and audio/podcast recording equipment, and a dedicated film viewing and art gallery space.
- Hire someone to conduct a strategic plan.
- More internet safety training.
- Bring in more speakers.
- Space assessment.
- RFID system.
- Meeting space for small groups.
- Increased usage in modern day makerspace items.

MEETING BREAK

REPORT OF THE NOMINATING COMMITTEE: Demlow and Roberts selected Ollhoff as the 2024 LAC Vice-President/ President-Elect.

ELECTION OF THE 2024 VICE PRESIDENT/PRESIDENT ELECT: HEITING/HUSTON MOTION to approve Ollhoff as the 2024 LAC Vice-President/President-Elect. All ayes. Motion carried.

WVLS SERVICE UPDATES:

Scholarships and Grant Projects
Matczak reported that WVLS recently awarded scholarships to Leah Giordano (MCPL) and Annette Miller (Tomahawk) to attend the national 2023 American Library Association (ALA) Annual Conference. The 2023 ALA Annual Conference will be held in Chicago, IL from June 22-27. As the world's largest library event, the ALA Annual Conference & Exhibition brings together thousands of librarians and library staff, educators, authors, publishers, friends of libraries, trustees, special guests, and exhibitors. Valued at $3,800, this WVLS ALA Conference scholarship includes the following: Conference registration, six nights of lodging/parking, round-trip mileage, parking and meals.

Peg Billing joined the meeting at 11:10 a.m.

Continuing Education
Machones reported that Wisconsin Libraries Talk About Race, a statewide equity awareness project for public libraries, launches this month. All Wisconsin public library workers are encouraged to continue talking about and taking action toward racial equity in our workplaces, communities, and personal relationships, and are invited to the following three free webinars.

- [Beyond Diversity 101: Micro-inequities, Implicit Bias, and Moving Toward Equity](#)
  Tuesday, April 18, 11 a.m. - 12 p.m.
- [How to Move Past Midwest Nice Towards Safety and Belonging](#)
  Tuesday, May 4, 1 - 2 p.m.
- [Build Skills & Take Action to Stand Up for Diversity, Equity & Inclusion](#)
  Wednesday, May 17, 1 - 2 p.m.

Training
Matczak said WVLS continues to produce Digital Bytes once a month. All current and future Digital Bytes can be [viewed on the WVLS webpage.](#) Topic ideas are always welcome.

Inclusive Services
Machones reiterated the "Wisconsin Libraries Talk About Race" webinar series throughout the months of April and May. In June, there will be two opportunities to attend an in-person workshop, "Becoming an Active Ally." Registration will open soon.

- Thursday, June 15: 10 a.m.- 3 p.m.; Waunakee Public Library
- Friday, June 16: 10 a.m.-3 p.m., L.E. Phillips Memorial Library in Eau Claire

The workshop will begin with a general discussion of allyship practices within organizations and wider communities, before moving into a specific focus of allyship practices that are supportive of BIPOC and LGBTQIA2S+ people. Finally, this workshop will highlight the role of allyship in racial and LGBTQIA2S+ justice movements. This opportunity will give participants of all identities chances to reflect on and learn how to enact allyship to create change personally and professionally. Participants will leave with tips and tools to understand and enact allyship.

Consulting Services
Hamland reported on the following:
- Children's Book Fest
  The 35th Annual Children's Book Fest will be held on May 1-2 at the Pines Event Center in Rhinelander. Two presentations will be given by the Children's Cooperative Book Center. Books will be available for purchase on site. The cost to attend Book Fest is $15. [Register here to attend.](#)
- Beanstack Update
  In late March 2023, The Wisconsin Department of Public Instruction obtained the contract permissions from the Department of Administration for school and public libraries to continue using Beanstack, a reading engagement tool. A seamless transition from the current contract to the new one is expected.
- Summer Performer Grants
  In its 2023 Plan and Budget, the WVLS Board of Trustees approved a $300 grant for each of the 25 WVLS public libraries and all MCPL and Antigo branches to apply toward Summer Library Program performers in 2023.
- LEAN WI Website Service
  The LEAN WI website service supports 92 websites for libraries in IFLS, WVLS, and NWLS. There are 159 webmasters who work with LEAN WI website team consultants that make this service possible.

Resource Sharing
Metzler reported on the following:
- The best way to stay informed about WISCAT is to [sign up for the WISCAT listserv](#).
- Makerspace Collection
  A SHOTBOX is now available for booking in the WVLS Makerspace/Equipment Collection. The SHOTBOX is a Collapsible Tabletop Photo Light Studio that uses high powered LEDs to create a perfectly lit "micro-studio" environment to get great images with any camera, including smart

devices. Check out the WVLS website for information on booking makerspace equipment. This collection is available to all libraries in the WVLS service area.
- WVLS has a collection of professional topical materials available for borrowing with a V-Cat library card.
- WVLS routes professional journals such as Library Journal, School Library School, AudioFile, and Library Technology Reports to member public library staff. Contact Rachel Metzler or Brenda Walenton for a full list of available titles.

ILS/V-Cat Projects
The V-Cat Strategic Plan for 2021-2023 is available on the V-Cat Resources and Documents page of the WVLS website. Zimmermann reported on the following:

- Aspen Discovery
  - WVLS and V-Cat members continue to work together to add cover images to the online catalog, identify and modify grouped records, curate a list of high interest/recommended forthcoming fiction titles, expand local history integrations and purchase suggestion integration with Aspen Discovery's Materials Request module.
  - Aspen App: WVLS staff plan to begin implementation of the Aspen LiDA (Library Discovery) app for library users in 2023.

- V-Cat Bibliographic Interface Committee
  The V-Cat Bibliographic Interface Committee is actively working to correct Aspen material format errors according to the Aspen Discovery documentation and to train catalogers to make record adjustments.

- WVLS is participating in a LSTA-funded Cooperative Cataloging Project with seven Wisconsin library systems.

- ILS Evaluation and Review Committee
  Initiated in 2022, the V-Cat ILS Evaluation and Review Committee study of other Integrated Library Systems / Library Service Platforms and their viability for V-Cat continues. Following a review of survey responses from V-Cat members, the committee reduced the pool of potential systems to Koha (supported by ByWater Solutions) and Sierra (by Innovative). The committee may provide a recommendation to the V-Cat Council in June.

- Northern Wisconsin ILS Consortium Exploration (NICE) Project
  A comprehensive joint ILS consortium exploration project is underway to determine the value and feasibility of an ILS merger between WVLS and NWLS respective ILS consortia. Named Northern Wisconsin ILS Consortium Exploration (NICE), this project is funded by an LSTA grant.

  Survey results and preliminary focus group findings indicate interest in pursuing a shared ILS platform, with the majority favoring a shared platform and collection with a movement toward sharing practices and policies. Information about this project is shared on the NICE Libraries website.

- V-Cat Collection Development
  WVLS will host a meet up for V-Cat member library staff interested in collection development on Wednesday, April 19 from 1 - 2:30 p.m. Attendees will have the opportunity share how WVLS can support collection development work. Possible topics include group communication about collection development, training, weeding nonfiction titles, and more.

- Other Projects and Trainings

- Further automate the creation and delivery of monthly reports in 2023
- Correct diacritical errors in bibliographic records
- Assist with the installation of an Automatic Materials Handling installation at MCPL-Wausau
- Make adjustments to the Shoutbomb text message notifications system
- Upgrade to Sierra 5.6
- A complete list of recent and upcoming V-Cat trainings is available [here](#).

Technology Support
Klingbeil reported on the following:

- LEAN WI Core Infrastructure
  The partnership is reviewing core switching update options for the datacenter and working on a joint bulk procurement of networking equipment for as-needed replacements of failing equipment and proactive replacement of end-of-life equipment at libraries. Routers and certain network equipment for libraries are still on backorder or in limited supply so the partnership is reviewing new product generations to ensure seamless replacement.

- LEAN WI Service Explorations
  LEAN WI partners received quotes for antivirus management licensing to be implemented as an alternative to Faronics. This will help LEAN WI to align new licensing schedules with the current software assurance schedule. An application version management utility has also been identified for procurement and implementation as part of a joint effort intended to consolidate Antivirus licensing, client management, and common application updates support.

- Libraries Win Services
  - LEAN WI partners will be reviewing the "take rate" of member libraries adopting the BYOD (bring your own device) and Public PC printing management services available through Princh. Libraries that have not yet opted into the service will be able to do so at any time.
  - Emergency Connectivity Fund (ECF) supported the acquisition of mobile hotspots, and data service plans were awarded federal funding through 2023. LEAN WI partners are working with Kajeet to extend existing services seamlessly and to add capacity.
  - WVLS recently welcomed former EU Demmer Memorial Library (Three Lakes) director, Erica Brewster, to the team. Erica will devote time to technology support and oversee the LEAN WI website service.

- Other Projects
  - The following projects will have initial focus and priority for all WVLS libraries:
    - Ensuring computers throughout the membership have updated firmware, device drivers and the latest Windows Updates.
    - Ensuring all libraries are using the currently supported stable version of Deep Freeze Enterprise.

ANNOUNCEMENTS: Hall asked if anyone had announcements to share. Heiting reported that Clark County Eat Right Be Fit it Coalition (ERBFC) awarded the Granton Area School District a $4,000 grant to support the implementation of a Reading Trail.

SELECT AUGUST 2023 MEETING DATE: The next meeting will be Thursday, August 17, 2023. The call to order will be at 9:30 a.m.

ADJOURNMENT: OLLHOFF/DEMLOW MOTION to adjourn. Meeting adjourned at 11:45 a.m.

Respectfully submitted by meeting recorder Jamie Matczak.