**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, Laurie Ollhoff, Leah Giordano, Teresa Hall, Katie Aldrich, Kay Heiting, Rita Ludvigsen, Jacob Stingl, Julie Beloungy, Carla Huston, Felicia Albrecht, Peg Billing, Virginia Roberts

**Members Absent:** Brandon Hardin, April Hansen

**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 aye. Motion carried.

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

**APPOINTMENT OF NOMINATING COMMITTEE:** Volunteers were asked to be on the nominating committee. Demlow and Roberts volunteered to serve on the committee charged with appointing the 2024 Vice-President/President-Elect.

**INTRODUCTION AND ROUND TABLE DISCUSSION ON LIBRARY SERVICES**

Committee members were invited to introduce themselves. Matczak then led a discussion on library services in 2023. Responses on the survey and during the meeting 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 (seed library, park passes, and other books and materials to this end).
* Potential adding Safari Montage streaming service: drop possible databases, after looking at usage.
* Increase delivery service.
* Looking into mobile printing, and considering dropping the fax service
* Self sign-up for services.
* Ended virtual storytimes.
* 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. We are working on how to help seniors coming in using technology and balance staff capacity.
* Looking to drop in-person crafts.

1. **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 reading over summer 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.

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

**ELECTION OF THE 2024 VICE PRESIDENT/PRESIDENT ELECT:** HEITING/HUSTON MOTION to approve Ollhoff as the 2023 LAC Vice-President/President-Elect. All aye. Motion carried.

**WVLS SERVICE UPDATES: WVLS STAFF REPORTED ON THE FOLLOWING AREAS:**

**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](https://2023.alaannual.org/) will be held in Chicago, IL and will run 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 and Training**Machones reported that [Wisconsin Libraries Talk About Race](https://www.wislibidea.com/about/), 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](https://us02web.zoom.us/webinar/register/WN_NqPuEKCyTG-wJ0L08TLQaA)Tuesday, April 18, 11 a.m. - 12 p.m.
* [How to Move Past Midwest Nice Towards Safety and Belonging](https://us02web.zoom.us/webinar/register/WN_zF7ReorbRv-cpz07xi020w)Tuesday, May 4, 1 - 2 p.m.
* [Build Skills & Take Action to Stand Up for Diversity, Equity & Inclusion](https://us02web.zoom.us/webinar/register/WN_4JjLhiKFTkiYwI02fSKdnw)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.](https://wvls.org/digital-bytes/) Topic ideas are always welcome.

**Inclusive Services**Machones reiterated the 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 training 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 training will highlight the role of allyship in racial and LGBTQIA2S+ justice movements. This training will give participants of all identities opportunities to reflect and learn how to enact allyship to create change personally and professionally. Participants will leave with tips and tools to more fully 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 in-person this year 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](https://forms.gle/pxegx3TUCjqn1koYA).
* Beanstack Update

In late March 2023, The Wisconsin Department of Public Instruction obtained the contract permissions from the Department of Administration for purchasing a reading engagement tool such as Beanstack. Contract negotiations are well underway, and a seamless transition is expected from the previous statewide contract. School and public libraries can continue to utilize this tool.

* 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:

* WISCAT NewsThe best way to stay informed about WISCAT is to [sign up for the WISCAT listserv.](https://dpi.wi.gov/rl3/wiscat) WISCAT will not be scheduling WISCAT User Group meetings until more staff are hired.
* 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](https://wvls.org/equipment-for-booking/) for information on booking makerspace equipment. This collection is available to all libraries in the WVLS service area.
* WVLS Professional Collection

WVLS has a collection of professional topical materials available for borrowing with a V-Cat library card.

* WVLS lends professional journals such as Library Journal, School Library School, AudioFile, and Library Technology Reports. Contact [help@librarieswin.org](mailto:help@librarieswin.org) for a full list of available titles. Journals are routed between public libraries.

**ILS/V-Cat Projects**

The [V-Cat Strategic Plan for 2021-2023](https://wvls.org/wp-content/uploads/2021/11/V-Cat-Strategic-Plan-2021-2023_Approved-1.pdf) is available on the [V-Cat Resources and Documents page](https://www.wvls.org/v-cat-resources-and-documents/) of the WVLS website.

Zimmermann reported on the following:

* Aspen Discovery

WVLS staff continue to work with member libraries to use the new Aspen Discovery interface, including:

* Aspen Formats
* Cover Images: The V-Cat Consortium continues to add cover images to the online catalog.
* Grouped Records: The Aspen Grouped Records Work Group continues to identify and modify records.
* Forthcoming Fiction: The Forthcoming Fiction Work Group continues to curate a list of high interest / recommended forthcoming fiction titles.
* Local History Integrations: WVLS staff and member library staff continue to expand local history integrations.
* Purchase Suggestions: WVLS staff continue to assist libraries with 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 [A Cooperative Cataloging Project](https://www.wvls.org/wp-content/uploads/2022/05/Exhibit-19-2022-LSTA-Grant-Improved-Discovery-Solutions-Cooperative-Cataloging-Project.pdf) with seven Wisconsin library systems. The project is funded by LSTA grant funds.
* ILS Evaluation and Review Committee

The V-Cat ILS Evaluation and Review Committee continues to explore other Integrated Library Systems / Library Service Platforms and their viability for V-Cat. The committee reviewed survey results and reduced the pool of potential systems to Koha (supported by ByWater Solutions), and Sierra (by Innovative). The committee may provide a recommendation to V-Cat Council in June of 2023.

* 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.  More information will be shared on the [NICE Libraries website](https://nicelibraries.org/) as it is available.

* 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
* [Recent and upcoming V-Cat trainings](https://www.wvls.org/wp-content/uploads/2023/01/2023.02.02-V-Cat-Council-Meeting-9a-Spring-2023-V-Cat-Training-Schedule.pdf) are available on the [V-Cat Training page](https://www.wvls.org/v-cat-training/).  WVLS staff are planning an in-person training day on Wednesday, October 5 at 9:30 a.m.

**Technology Support**

Klingbeil reported on the following:

* LEAN WI Core Infrastructure   
  The partnership is in the process of 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. The partnership continues monitoring supply for opportunities to procure operational and lifecycle replacement equipment.
* LEAN WI Service ExplorationsLEAN WI partners received quoting for antivirus management licensing to be implemented as an alternative to Faronics as a managed Antivirus product. This will also 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 over the next several years.
* 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 on technology services and support and oversee the LEAN WI website service.
* Other Projects
  + The review and update of the comprehensive WVLS IT assets tracking will be coming back into focus soon along with joint experimentation of an asset tracking application across LEANWI partners.
  + 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 Coalition (ERBFC) selected the Granton Area School District to receive the $4,000 grant award 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 Jamie Matczak