February 17, 2024

TO: WVLS Board of Trustees
FROM: Marla Sepnafski
RE: WVLS Staff Report

Attached is a summary of WVLS staff members' activities for the period of January-December 2023.

This report is to be considered in the context of the 2023 System Plan, i.e., staff members are reporting on their progress in meeting their assigned responsibilities within the annual plan.

Staff members will be present at the February 17, 2024, Board of Trustees meeting to answer questions you might have on this report.

WISCONSIN VALLEY LIBRARY SERVICE

Staff Report
January-December 2023

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2023 WVLS STAFF REPORT

Note: New language or priority activities to the plan are designated in **bold print.**

MEMBERSHIP AGREEMENTS

(A). Wis. Stats. 43.24(2)(a) Written agreements to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library, except for the group programming preference authorized under s. 43.15(4)(c)(4), and to provide for the interloan of materials among all participating public libraries, as evidenced by agreements with those libraries.

2023 ACTIVITY RELATED TO THIS REQUIREMENT

1. Provide a copy of the agreement WVLS has with each public library and its supporting municipality to DLT by January 15, 2023. RESULTS:

    -   Copies of the 2013 agreements WVLS has with each member library and its supporting municipality were filed with the Division for Libraries and Technology (DLT) in 2012/2013.

RESOURCE LIBRARY AGREEMENT

(B). Wis. Stats. 43.24(2)(b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with the library.

2023 ACTIVITY RELATED TO THIS REQUIREMENT

1. Provide a signed copy of the WVLS/MCPL agreement for 2023 to the DLT by January 15, 2023. RESULTS:

    -   The WVLS and Marathon County Public Library Boards of Trustees approved the 2023 Resource Library Agreement in August 2022. The signed document was submitted to DLT shortly thereafter.
    -   There were no substantive edits or changes made to the 2023 agreement.

NOTE: There is no "c" in Wis. Stats. 43.34(2).

REFERENCE, REFERRAL, AND INTERLIBRARY LOAN (ILL)

(D). Wis. Stats. 43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

2023 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

1. Ensure that interlibrary loan participants have access to accurate ILL statistics. RESULTS:

   - A monthly circulation report that provided data on each library's interlibrary loan activities, was shared with WVLS member libraries, and made available on the WVLS website.
   - 2022 ILL statistics were shared in the *2022 WVLS Statistics* booklet.

2. Encourage all member libraries to subscribe to appropriate interlibrary loan communication channels. RESULTS:

   - Information on interlibrary loan listservs through WVLS and Resources for Libraries and Lifelong Learning (RL&LL) was provided during orientations for new public library directors.
   - Email reminders were sent in 2023 that encouraged colleagues to subscribe to the WISCAT listserv.

3. Participate in state level agreement with major book jobber(s) which allow publicly supported WVLS libraries of all types to purchase library materials at maximum discounts. RESULTS:

   - An annual subscription to the WiLS Cooperative Purchasing Service for $199.00 was renewed for July 1, 2023-June 30, 2024.

4. Monitor statewide ILL activity and communicate relevant service changes with member libraries. RESULTS:

   - WVLS served as the conduit for ILL support between RL&LL and member libraries and, as such, participated in state-sponsored ILL meetings and training sessions, and ensured that relevant information was forwarded to area ILL staff.
   - A monthly circulation report that provided data on each library's interlibrary loan activities, was shared with WVLS member libraries, and made available on the WVLS website.
   - Statistics provided in the annual WVLS Statistics Booklet summarize interlibrary loan circulation activity for each member public library.

5. Monitor usage of BadgerLink and WVLS subscription-based electronic resources provided for member libraries and patrons. RESULTS:

   - This activity was ongoing. Usage data is used to complete public and system annual reports.
   - To promote this resource, webinar opportunities on BadgerLink Public Library Resources were announced in *Monday Mentions.*

6. Provide authentication services for BadgerLink and WVLS databases offered to the public by fully utilizing vendor authentication processes where possible. RESULTS:

   - WVLS worked closely with partners at RL&LL throughout the year to ensure all links to BadgerLink resources were authenticated properly.

Indicate new or priority activities relating to this requirement for the plan year (2023).

1. Provide reference and interlibrary loan referrals for member libraries. RESULTS:

   - This mission critical service was provided throughout 2023.
   - WVLS maintained the catalogs of 25 member libraries aggregated in an online database known as "V-Cat." This resource served as the primary vehicle for interlibrary loan (ILL) between WVLS public libraries.

- The state's WISCAT product continued to serve as the interlibrary loan vehicle for our public and multitype libraries to fill patrons' requests for items not found or available in V-Cat.

2. Encourage all member libraries to participate fully in interlibrary loan as lenders and borrowers. RESULTS:

- In 2023, 23 of 25 WVLS member public libraries, 20 school/academic libraries, and one special library participated in WISCAT. The Edith Evans Community Library (Laona) and Westboro Public Library were the two public libraries that chose not to participate in 2023.
- Member library 2022 ILL data was reported in the *2022 WVLS Statistics* booklet which was widely shared within the WVLS community.

3. Encourage all participating ILL libraries to follow interlibrary loan procedures and protocols established by the system, DPI's Library Services Team and/or OCLC. RESULTS:

- V-Cat-related ILL processes were reviewed during V-Cat Council meetings when appropriate.
- Questions regarding interlibrary loan of materials involving non-V-Cat members were answered by WVLS ILL staff or escalated to the WISCAT team at DPI when appropriate.
- All WVLS libraries were encouraged to attend WISCAT User Group meetings to stay current on procedures and protocols.

4. Guide libraries as needed through WISCAT system upgrades and changes in statewide resource sharing processes. RESULTS:

- The *Wisconsin ILL Guidelines,* updated in 2021, was shared and referenced as needed to inform member libraries of the procedures and practices of WISCAT.

5. Communicate statewide resource sharing changes and updates, provide training and support when needed, and act as a conduit for troubleshooting on behalf of all libraries (public/multitype) in the system area. RESULTS:

- A local WVLS group ILL email list and the WISCAT listserv were used to communicate with libraries providing ILL services throughout the system and state.
- These communication channels were used to share and promote training opportunities as well as alert users to urgent information.

Indicate new or priority activities relating to this requirement for the plan year (2024).

Priorities are the same as those in 2023.

CONTINUING EDUCATION & CONSULTATION

(E) & (H) Wis. Stats. 43.24(2)(e) In-service training for participating public library personnel and trustees and professional consultation services to participating public libraries. **Wis. Stats. 43.24(2)(h)** Professional consultant services to participating public libraries.

Continuing Education

2023 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

1. Maintain continuing education events on the WVLS Continuing Education web page with current

WVLS and state-wide offerings. RESULTS:

- WVLS offerings were routinely posted to the WVLS website, and shared in the WVLS *Digital Lites* blog, *WVLS Monthly Newsletter*, *Monday Mentions* email, WVLS Director's Report, and on the WVLS Facebook page.
- Statewide offerings were routinely posted in *Monday Mentions*.
- LEAN WI Website Office Hour opportunities were posted on the WVLS and IFLS website calendars and shared with webmasters from public libraries throughout WVLS, IFLS Library System (IFLS), and Northern Waters Library Service (NWLS).
- The WVLS Continuing Education web page features the Wisconsin Libraries Professional Learning Calendar, a collaboration between the DPI Library Services Team and Wisconsin Public Library Systems. This calendar gathers learning events from Wisconsin library systems, DPI Library Services, library associations and other groups all in one place.
- In addition to the continuing education opportunities promoted on the WVLS web page, over 270 "Upcoming Webinars" were featured in weekly *Monday Mentions* emails.

2. Plan all continuing education opportunities in accordance with the requirements set forth in the *Certification Manual for Wisconsin Public Library Directors* published by the Wisconsin Department of Public Instruction (DPI). RESULTS:

- All continuing education opportunities provided by WVLS met the requirements outlined in the *Certification Manual for Wisconsin Public Library Directors* for credited hours for director certification.

3. Sponsor or co-sponsor a minimum of thirty-six (36) contact hours of continuing education opportunities annually for member library staff and trustees, as well as for library system staff and trustees. RESULTS:

- WVLS offered 56 contact hours of continuing education opportunities in 2023. The list of programs WVLS sponsored or co-sponsored includes:

Workshops and Webinars
- Librarian's Guide to Homelessness; 3 contact hours
- Wild Wisconsin Winter Web Conference; January 25-26; 14 contact hours
- Beyond Diversity 101: Micro-inequities, Implicit Bias, and Moving Toward Equity; April 18; 1 contact hour
- How to Move Past *Midwest Nice* and Towards Safety and Belonging; April 25; 1 contact hour
- Children's Book Fest; May 1-2; 3.5 contact hours
- How to Move Past *Midwest Nice* and Towards Safety and Belonging; May 4; 1 contact hour
- Wisconsin Trustee Training Week; August 22-26; 5 contact hours
- WVLS Public Library Director's Retreat; September 15; 6.5 contact hours
- Tech Days 2023; September 20-21; 6 contact hours
- WVLS Annual Youth Services Workshop; November 30; 4.5 contact hours
- MCPL Staff Inservice Day; December 1; 6.5 contact hours

WVLS Recorded Webinars
- How to Write Effective Survey Questions to Get Useful Data; 1 contact hour
- Social Media: Challenges and Trends; 1 contact hour
- Genealogy Basics with *Ancestry*; 1 contact hour

Recorded Webinars WVLS Co-Sponsored
- Privacy and Wisconsin Public Libraries – Frontline Staff Modules; 1 contact hour
  Module 1: Privacy Basics
  Module 2: Specific Scenarios

Module 3: Helping Patrons Help Themselves
Module for Managers and Directors
- Wisconsin Libraries Buildings and Spaces Project

4. Ensure that at least twelve (12) of the thirty-six (36) annual contact hours of continuing education are provided in-person at a location within a reasonable driving distance. For safety, pivot to virtual online continuing education opportunities as the need arises. RESULTS:

- WVLS offered 3 in-person events totaling 14.5 contact hours in 2023. They were:
  - Children's Book Fest; May 1-2; 3.5 contact hours
  - WVLS Director's Retreat; September 15; 6.5 contact hours
  - WVLS Annual Youth Services Workshop; November 30; 4.5 contact hours

5. Sponsor a minimum of nine (9) contact hours annually of continuing education opportunities relating to youth and young adult services. RESULTS:

- Children's Book Fest was held May 1-2, 2023. Participants attended a presentation by the Children's Cooperative Book Center (CCBC) on trends in children's literature and were able to browse recommended youth and teen titles published in 2022 and made available through the CCBC. The opportunity offered 3.5 contact hours.
- The annual Youth Services Workshop was held on November 30, 2023, at the TB Scott Free Library in Merrill. The workshop featured sessions on teen programs and adverse childhood experiences led by two guest speakers. Other topics included a 2024 summer reading programming brainstorming session and exploration of the Wisconsin Mathematics Council's summer math program. Those attending received 4.5 contact hours.
- Additional opportunities hosted or co-hosted by WVLS that may have been of interest to those working in youth and young adult services offered an additional 20 contacted hours:

  Wild Wisconsin Winter Web Conference Sessions; 11.5 contact hours
  The Future is Unwritten
  10 Rules to Successfully Manage Change
  Challenges and Successes in the Post Pandemic Library
  Reading from the Ears Up: Appeal of the Audio Book
  Nonfiction Readers Advisory Draw
  Reference Repertoire: You Know More Than You Know
  5 Ways Partnerships Can Improve Your Marketing
  No More Neutral
  The "Marketing Funnel" Approach to Customer Engagement
  Addressing Trauma in Public Libraries
  Master of None
  Trustee Training Week; 4 contact hours
  No More Neutral: How to Use Marketing to Position Your Library in Challenging
   Times
  Wisconsin Library Law
  Nurturing Your Library Culture
  LGBTQ-Inclusive Trusteeship
  Elected Officials are People Too
  Tech Days 2023; 4.5 contact hours
  Artificial Intelligence and the Library: The Current Landscape
  Dealing With Digital Distractions: Ideas and Recommendations for Libraries
  Making the Most of BadgerLink

6. Offer a minimum of six (6) contact hours of technology-related continuing education opportunities sponsored or co-sponsored by LEAN WI. RESULTS:

- In partnership with all other Wisconsin public library systems, a "Tech Days 2023" webinar series was offered on September 21-22 that provided 6 contact hours. The webinars were:
  - Artificial Intelligence and the Library
  - Dealing with Digital Distractions: Ideas and Recommendations for Libraries
  - When A Service Desk Isn't Enough: One-on-One Tech Assistance
  - Making the Most of BadgerLink
- In partnership will all other Wisconsin public library systems, a pre-recorded series on Privacy and Public Libraries was offered to library staff and trustees. The series offered 1 contact hour and included the following:
  - Module 1: Privacy Basics
  - Module 2: Specific Scenarios
  - Module 3: Helping Patrons Help Themselves
  - Module for Managers and Directors

7. Based on a *2019 State Continuing Education Survey* recommendation, continue to provide 3 pre-recorded/archived webinars throughout the year. RESULTS:

- The following pre-recorded webinars were produced, promoted, and archived by WVLS in 2023:
  - How to Write Effective Survey Questions to Get Useful Data
  - Social Media: Challenges and Trends
  - Genealogy Basics with *Ancestry*

8. With input from member libraries, evaluate each CE opportunity and conduct an annual outcome-based evaluation of the system's continuing education program. Share evaluation with member libraries. RESULTS:

- Completed webinar and workshop evaluation forms and anecdotal feedback from those who attended WVLS sponsored/co-sponsored webinars and workshops were used to assess our offerings for the year.
- Results were shared with workshop speakers, and the WVLS Board of Trustees and WVLS Library Advisory Committee (LAC) via the reports shared at their meetings.

9. Survey member libraries to help WVLS assess continuing education and training needs. Evaluate and refine training opportunities, tools and resources offered to member library staff. RESULTS:

- The 15-member WVLS Library Advisory Committee was informally surveyed during their meetings in 2023.
- A statewide continuing education survey coordinated by the Bridges Library System was sent to all Wisconsin's public libraries in October 2022. Results of the survey drove professional development opportunities in 2023, specifically for the Spring Webinar Series which focused on inclusive services and for the three recorded webinars WVLS produced throughout the year.

10. Host bi-annual gathering of public library directors. RESULTS:

- The day-long retreat for public library directors, themed "Coming Together," was held on September 15 at the Hilton Garden Inn in Wausau. Directors from 21 public libraries representing four public library systems attended this year's event.
- Table topic discussions included Trenda in Libraries, Inheritance Tax: Supervising Employees You Didn't Hire, and Community Connections.
- During the lunch break, a presentation on "Creating Welcoming Library Environments" was provided.
- The last session of the day featured a presentation on "Doing Nothing." This presentation shared information on a course that was developed last year for Lawrence University (Appleton) students on the act of purposefully slowing down and doing less.

11. Schedule listening sessions for staffs from all types of libraries, and Youth Services Information

Exchanges (YSIEs) for all children's and YA staff, virtually or in-person. RESULTS:

- WVLS-hosted listening sessions at member libraries were not scheduled in 2023. The increased number of meetings and member library staff involvement that were required for 2022/2023 and 2023/2024 LSTA grant project made scheduling convenient times for participation difficult.
- Two virtual Youth Services Information Exchanges were held in 2023.
    - The YSIE held in January focused on collection development.
    - A YSIE held in April discussed how to bring back focus when a program starts to go off the rails.
    - The next virtual YSIE will be in January 2024.

12. Continue peer-to-peer mentoring program for new public library staff. RESULTS:

- Three public library director mentee/mentor partnerships were developed in 2023:
    - Laurie Ollhoff (T.B Scott Free Library/Merrill) with Susan Heskin (Superior Public Library)
    - Ada Demlow (Antigo Public Library) with Kristie Hauer (Shawano County Library/WVLS)
    - Peter Kotarba (Demmer Memorial Library/Three Lakes) with Heidi O'Hare (Tomahawk Public Library)
    - Discussions relating to Staff Development/Team Building, Budgeting, and Community Collaboration were among the top areas of need from mentees.
- Three public library director mentee/mentor partnerships continued in 2023. Check-ins were done in March, June, August and December.
    - Leah Giordano (Marathon County Public Library) with Sarah Sugden (Brown County Library)
    - Melissa Highfill (Westboro Public Library) with Carla Huston (Jean M. Thomsen Memorial Library/Stetsonville)
    - Amber Brill (Greenwood Area Library) with Kay Heiting (Granton Community Library)
    - One mentor noted during a check-in: "*Everything seems to be going fine, and we do communicate regularly.*"
- Three public library director mentee/mentor partnerships were completed in 2023.
    - Rita Ludvigsen (Western Taylor County Public Library/Gilman) with Tammie Blomberg (Rib Lake Public Library)
    - Carsyn Soderstrom (Thorp Public Library) with Julie Beloungy (Thorp School District)
    - Laurie Renel-Faledas (Crandon Public Library) with Erica Brewster (Demmer Memorial Library/Three Lakes/WVLS)
    - In a post-program survey, one mentee noted: "*…having a mentor increased [their] confidence and [they] liked having someone available to answer questions.*"
    - In a post-program survey, one mentor noted: "*Thank you for offering this program! It offers new directors a comfortable place to ask questions, as well as keep existing directors involved in training and support.*"
- One public library director mentee/mentor partnership ended prematurely due to a director resignation.

13. Maintain Wessler Scholarship, Association of Rural and Small Libraries (ARSL) Conference Scholarship and WLA Membership/Professional Development Scholarship. RESULTS:

- Scholarships were awarded to three colleagues to attend the Wisconsin Educational Media and Technology Association (WEMTA) Conference held February 5-7, 2023, in Rothschild, WI. Scholarships went to Kay Heiting, Granton Community Library; Julie Beloungy, Thorp School District; and Kristie Heistad, Antigo Public Library.
- Scholarships were awarded to two colleagues to attend the American Library Association (ALA) Annual Conference held June 22-27, 2023, in Chicago, Illinois. Scholarships were awarded to Leah Giordano, Marathon County Public Library, and Annette Miller, Tomahawk Public Library.
- Eight area library staff received scholarships to attend the Wisconsin Library Association (WLA) Annual Conference, held October 24-27, 2023, in Middleton, Wisconsin. Scholarship recipients

included Alexander Johnson, Marathon County Public Library; Andrea Bennett, T.B. Scott Free Library (Merrill); Denise Chojnacki, Rhinelander District Library; Krista Blomberg, Rib Lake Public Library; Maria Pregler, T.B. Scott Free Library (Merrill); Maxx Handel, Frances L. Simek Memorial Library (Medford); Rita Ludvigsen, Western Taylor County Public Library (Gilman); and Sarah Moscatello, Marathon County Public Library

- In 2023, Wessler and Association of Rural and Small Libraries (ARSL) Conference scholarships were not awarded.
- Each scholarship opportunity in the WVLS Scholarship Program included a conference cost analysis and development of a scholarship application and criteria.
- Scholarship opportunities were publicized on the WVLS website and Facebook page, and in *Monday Mentions* and monthly *WVLS Newsletter*.
- Once scholarships were evaluated, applicants were notified of their status. Scholarship recipients were presented with conference registration information, lodging options, and travel guidelines.
- A virtual meeting with scholarship recipients was held prior to each event to review scholarship guidelines, provide peer introductions, share tips to make the conference experience a success, and help with reimbursement paperwork and final post-conference reports.

14. Offer a travel grant to attend WLA Library Legislative Day to a library staff member who has not previously attended. RESULTS:

- Rather than offering one staff member a travel grant to attend the WLA Library Legislative Day in Madison on February 7, WVLS awarded six grants this year. Grants were awarded to Katelyn Sobelko, Marathon County Public Library (MCPL); Laurie Ollhoff, T.B. Scott Free Library (Merrill); Ada Demlow, Antigo Public Library; Virginia Roberts, Rhinelander District Library; Teresa Hall, Loyal Public Library; and Carla Huston (Jean M. Thomsen Public Library (Stetsonville).

15. Provide a robust and responsive menu of training opportunities, tools, and resources for member library staff through production of *Digital Bytes*. Continue to caption all productions. RESULTS:

- Eleven *Digital Bytes*, recorded and captioned digital trainings of 30 minutes or less, were produced for member colleagues as well as colleagues throughout the state, to view at their convenience. Topics included:
  13 Tips for Library Legislative Day
  Professional Development Opportunities
  Legal Programs in Libraries
  Tips for Taking Better Photos
  ILovePDF
  Sources of Law
  Visual Tips for Presentations
  WVLS Stats Booklet
  Shared Google Sheets
  Wisconsin Talking Book & Braille Library
  CCBC Resources

16. Record, maintain, and promote recordings of WVLS-sponsored webinars and workshops and archive on WVLS website. RESULTS:

- See no. 1 in this section for a report of activities related to this goal.

Indicate new or priority activities relating to this requirement for the plan year (2023).

1. Coordinate the 11ᵗʰ annual Wild Wisconsin Winter Web Conference on January 25-26, 2023 for public libraries in Wisconsin. RESULTS:
- The 11th annual WWWWC offered 14 sessions with tracks in Library Management, Sustainability, Marketing, Reference and Reader's Advisory (R&RA), as well as Opening and Closing Sessions.

- Conference attendance was 1,418. Attendees represented all 15 public library systems in Wisconsin, as well as libraries in Illinois, Iowa, Indiana, Louisiana, and Kentucky.

2. Continue partnership with Northern Waters Library Service to provide continuing education and training opportunities to its member libraries. RESULTS:

- Continuing education opportunities offered by WVLS as well as those offered in partnership with other systems and agencies, *Digital Byte* trainings, and other professional development opportunities were promoted weekly to NWLS member public library directors.
- Consultation occurred with the NWLS Director for relevant topics and dates for the 2023 spring series webinar, as well as dates for the Tech Days Webinar Series held in September 2023.
- Consultation occurred with NWLS public library directors regarding registration for Ryan Dowd webinars made available monthly as well as archived Ryan Dowd trainings. Ryan Dowd offerings focus on homelessness in public libraries.

3. Continue webinar partnership with Southwest Wisconsin Library System **and with the IFLS Library System which began in 2022.** RESULTS:

- A decision was made among the three systems to discontinue the partnership for 2023. Several factors prompted this decision. The Southwest Wisconsin Library System designated a staff member to be responsible for professional development within its system. The IFLS Library System was able to increase its capacity to address its members' continuing education needs. A new statewide collaboration to develop and promote a spring webinar series was implemented.
- This partnership could redevelop in the future should the need arise.

4. Assign and distribute the **2022-2023 and 2023-2024** state/LSTA professional development grants. RESULTS:

- The 2022/23 LSTA Professional Development Grant funded the following scholarships:
  - Four 2022 Association or Rural and Small Libraries (ARSL) Conference Scholarships were awarded to: Maxx Handel, Frances L Simek Memorial Library, Medford; Carla Huston, Jean M. Thomsen Memorial Library, Stetsonville; Allison Puestow, Tomahawk Public Library; and Laura Wood, Marathon County Public Library Rothschild Branch.
  - Three 2022 Wisconsin Library Association (WLA) Conference Scholarships were awarded to: Sarah Moscatello, Marathon County Public Library Mosinee Branch; Heather Bain, Marathon County Public Library Hatley Branch; and Carsyn Soderstrom, Thorp Public Library.
  - Three 2023 Wisconsin Educational Media and Technology Association (WEMTA) Conference Scholarships were awarded to: Kay Heiting, Granton Community Library; Julie Beloungy, Thorp School District, and Kristie Heistad, Antigo Public Library.
  - Two 2023 American Library Association (ALA) Annual Conference Scholarships were awarded to: Leah Giordano, Marathon County Public Library and Annette Miller, Tomahawk Public Library.
- The 2023/24 LSTA Professional Development Grant has thus far funded the following scholarships:
  - Eight 2023 WLA Conference Scholarships were awarded to: Alexander Johnson, Marathon County Public Library; Andrea Bennett, T.B. Scott Free Library (Merrill); Denise Chojnacki, Rhinelander District Library; Krista Blomberg, Rib Lake Public Library; Maria Pregler, T.B. Scott Free Library (Merrill); Maxx Handel, Frances L. Simek Memorial Library (Medford); Rita Ludvigsen, Western Taylor County Public Library (Gilman); and Sarah Moscatello, Marathon County Public Library.
  - Three 2024 Public Library Association (PLA) Conference Scholarships were awarded to: Allison Puestow, Tomahawk Public Library; Chad Daley, Marathon County Public Library; and Tara Hornbeak, Marathon County Public Library.

- Additional 2023/24 LSTA Professional Development Grants, including one for the 2024 Wisconsin Educational Media and Technology Association (WEMTA) Conference, will be awarded in 2024 and reported in the 2024 WVLS Staff Report.

5. **Coordinate newly developed Spring 2023 statewide webinar series.** RESULTS:

- System Continuing Education Consultants planned a Spring 2023 webinar series that focused on allyship.
- Webinars offered were "Beyond Diversity 101: Micro-inequities, Implicit Bias, and Moving toward Equity" on April 18, and "How to Move Past *Midwest Nice* and Towards Safety and Belonging" on April 25.

6. **Offer scholarships to staff at public and school libraries to attend the Wisconsin Educational Media & Technology Association (WEMTA) Conference. Note: This is also reported under OTHER TYPES OF LIBRARIES.)** RESULTS:

- Three 2023 Wisconsin Educational Media and Technology Association (WEMTA) Conference Scholarships were awarded to: Kay Heiting, Granton Community Library; Julie Beloungy, Thorp School District, and Kristie Heistad, Antigo Public Library.
- The conference was held on February 4-7, 2023 in Rothschild. The announcement of the scholarship was shared in November of 2022.

Indicate new or priority activities relating to this requirement for the plan year (2024).

1. Continue partnership with Northern Waters Library Service to provide continuing education and training opportunities to its member libraries. RESULTS:

- Continuing education opportunities offered by WVLS as well as those offered in partnership with other systems and agencies, *Digital Byte* trainings, and other professional development opportunities were promoted weekly to NWLS member public library directors.
- Consultation occurred with the NWLS Director for relevant topics and dates for the 2023 spring series webinar, as well as dates for the Tech Days Webinar Series held in September 2023.
- Consultation occurred with NWLS public library directors regarding registration for Ryan Dowd webinars made available monthly as well as archived Ryan Dowd trainings. Ryan Dowd offerings focus on homelessness in public libraries.

2**.** Continue webinar partnership with Southwest Wisconsin Library System **and the IFLS Library System**, if requested. RESULTS:

- This partnership has been discontinued. See no. 2 in *Indicate new or priority activities relating to this requirement for the plan year (2023).*

Consultation

ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

1. Attend relevant meetings, webinars, and conferences, and share what is learned. RESULTS:

- COLAND (Council on Library and Network Development) meetings: A WVLS staff member and trustee served on this Council in 2023. COLAND meeting agendas and minutes were included WVLS Board of Trustees meeting packets and briefs on COLAND's activities were shared during those meetings.

- Wisconsin Library Association's Library Development and Legislation Committee (LD&L) meetings: Staff who served on this committee closely monitored any potential modifications to state law that could impact Wisconsin's public libraries and systems. A legislative report was routinely shared at WVLS Board of Trustees meetings and further relayed by email to the WVLS community via the WVLS all-subscribers listserv.
- Wisconsin Library Association Conference Planning Committee: The committee was represented by a WVLS staff member who served as chair and another who served as co-chair of exhibits. Announcements about the conference were routinely shared with the WVLS Board and area libraries through email and Facebook posts, *Monday Mentions*, *WVLS Newsletter* and WVLS Director's Report.
- DPI State meetings with system directors and consultants: WVLS participated in DPI-hosted meetings throughout the year and served as the conduit between member libraries and DPI by sharing state and regional news, new resources, service announcements, grant project updates, continuing education opportunities, ideas for collaboration, and more. WVLS was also represented on the newly developed DPI Data Services workgroup.
- WPLC (Wisconsin Public Library Consortium): WVLS had representation on the WPLC Board, the board's Nominations Committee, as the board liaison to the WPLC Steering Committee, as a board representative on the WPLC Collection Development Committee. Staff also served on the WPLC Technology Steering Committee, Digital Archives Backup Collaboration Steering Committee and Technology Backup Collaboration Committee and on the newly formed WPLC Data Dashboard Workgroup. WPLC-related activities were shared with the WVLS Board and announcements about Wisconsin's Digital Library and Libby were shared with the WVLS community when appropriate.
- Workforce Development and Connecting Wisconsin Libraries: Staff attended meetings of both groups and forwarded opportunities and helpful tools to member libraries as needed.
- Staff presented on the following:

  - Providing the Best Possible Service, Southwest Wisconsin Library System, August 11, 2023.
  - Fine-Tuning Your Presentations, UW iSchool Advocacy Series, August 17, 2023.

2. Provide consultant services to WVLS libraries of all types in the areas of: public library administration and governance, intellectual freedom and challenges, adult services, building/remodeling, staff development, planning/evaluation/standards, collection development, marketing and graphic design, strategic planning, and legal issues. (See also sections on Youth Services, Inclusive Services and Technology.) RESULTS:

- Consultations with system staff were available to member library colleagues upon request. Following is a list of topics WVLS consulted on in 2023:
  - **Administration:** hiring a public library director, director and staff evaluations, director certification, library board by-laws, library budgets, advocacy (municipal, county, state), records retention, open meetings law, public records requests, copyright, relationship with municipality, library board appointments and responsibilities, ethics, library/hr policies, continuing education/staff in-services, Friends and foundation matters, library law, advocacy and creating community partnerships, municipal and county funding of libraries
  - **Building Projects:** communication plan, capital campaign, marketing methods, needs and vision statements, space assessments, community surveys
  - **Marketing:** public speaking and presentations, Canva, infographics, signage, and social media trends
  - **Websites:** accessibility, design, domain services, drafting, functionality, hosting, maintenance, plug-ins, security
  - **Youth Services:** collection development, material challenges, library service policies, professional development, programming and storytimes

3. Enhance consultation services in the areas of strategic planning and library building, remodeling, layout and design projects. RESULTS:

- Staff consulted with the Frances L. Simek Memorial Library (Medford) on drafting a needs assessment statement for a building remodeling project that allowed for public and staff input.
- Staff consulted with the Antigo Public Library on space assessment and design for youth activities, collection arrangement, teen space arrangement, new materials, adult fiction, small group tables, and the reference collection. WVLS built an online survey for staff input on each project area while working on a survey for input from the public.

4. Provide grant-writing guidance and support. RESULTS:

- Support and assistance were provided to the Owen Public Library for a "Libraries Transforming Communities: Accessible Small and Rural Communities" grant application. The library pursued the grant to fund the purchase of an automatic door opener to its main entrance door.
- Member Libraries were notified of the following 2023 grant opportunities:
    o ACP Basics Workshop Incentive
    o ALA and the FINRA Investor Education Foundation Grant
    o ARSL (Association of Rural and Small Libraries) Conference Scholarships
    o Gearbox
    o Institute of Electrical and Electronics Engineers (IEEE) "Science Kits for Public Libraries"
    o LSTA (Library Services and Technology Act) 2023
    o Libraries Transforming Communities: Accessible Small and Rural Communities Grant
    o Penguin Random House Grants for Small Libraries
    o PLA (Public Library Association) Digital Literacy Workshop Incentive Grant
    o Stephen T. Riedner Grant for Life Enhancing Library Programs for people Living with Dementia
    o Thinking Money for Kids Program Kit; an ALA and FINRA Investor Education Foundation grant
    o WILS Ideas to Action
    o WLAF (Wisconsin Library Association Foundation) George Bauer Memorial Fund Continuing Education Scholarship
    o WLAF Gloria Hoegh Memorial Fund Education for Rural Librarians Scholarship
    o WLAF Library Education Scholarship
    o WLAF Sally Davis Scholarship
    o WLAF Vida Cummins Stanton Scholarship
    o WLAF Diversity Scholarship
    o WISL (Wisconsin Small Libraries) WLA Conference Scholarship
    o WVLS 2023 Summer Library Program Performer Grant
    o WVLS 2023 Library Legislative Day Scholarship
    o WVLS 2023 WEMTA Conference Scholarship
    o WVLS 2023 ALA Annual Conference Scholarship
    o WVLS 2023 WLA Annual Conference Scholarship
    o WVLS 2024 PLA Conference Scholarship
    o WVLS 2024 WEMTA Conference Scholarship
    o WVLS 2024 Marketing Support Grant

5. Monitor public library directors' progress toward certification and recertification. Provide updates to each director as needed. RESULTS:

- Member public library directors were reminded to submit requisite annual paperwork to the system via an email sent to each of them in December.
- Consultation was routinely provided to public library directors and staff regarding certification requirements and requisite paperwork via phone consultation or email.
- Certification paperwork training was conducted for new directors at Stetsonville, MCPL, Minocqua and Three Lakes.

6. Encourage orientation and ongoing training for area library board members. RESULTS:

- WVLS member libraries were encouraged to share an "Introduction to WVLS video" with new library trustees. Created by staff in 2022, the 7-minute video shares: 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.
- As part of the WVLS orientation curriculum for new public library directors, directors were encouraged to share a system map, WVLS fact sheet, and WVLS organization chart with new staff and trustees.
- Announcements for Wisconsin Trustee Training Week, a series of webinars offered annually in August, were sent to WVLS and member library trustees who subscribe to WVLS listserv and communication channels.
- Announcements for conferences and continuing education events were regularly communicated with member library directors to share with their board members.
- Through communications with area library directors, library board members were encouraged to participate in WLA's Library Legislative Day.
- As part of the WVLS orientation curriculum for new public library directors, directors were encouraged to provide new board members with a copy of *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees* and to include a discussion of one or two "essentials" at each board meeting.

7. Assist member libraries in the process of filing annual reports. RESULTS:

- During the first few weeks in January, public library data was aggregated by the WVLS Annual Report Team and submitted to DPI to download into each member library's online annual report form.
- The WVLS Annual Report Team recorded data and financial information into a worksheet for each library to reference to make the completion of the annual report process easier for those working on it at the local library level. The information shared was used to answer annual report questions in the areas of library holdings, circulation, library card holders, interlibrary loan activity, use of electronic collections, revenue and expenditures, wireless usage, and resident/nonresident circulations.
- Member libraries were also notified of changes to, and new areas in, the 2022 annual report via an email sent to them in mid-January.
- Open hours were offered to member libraries on January 7, January 31, and February 9, to give library staff opportunities to consult with the members of the WVLS annual report team.
- Libraries were encouraged to email/call the WVLS Annual Report Team when additional help was needed.
- Annual reports from all 25 WVLS member public libraries reached the WI Department of Public Instruction by the statutory March 1, 2023 deadline.
- The WVLS Board of Trustees approved the 2022 WVLS Annual Report during its March meeting, and the report was submitted to DPI shortly thereafter.
- Libraries that do not maintain annual counts for reference transactions, library visits and use of public computers, were reminded to gather statistics during one or more "tally" weeks. Reminders were included in the September *WVLS Newsletter* and October 2, 2023 *Monday Mentions*.

- WVLS hosted an Annual Report Workshop on December 14. The morning session, offered virtually and in-person, featured a section-by section review and walkthrough of the 2023 public library annual report by the WVLS Annual Report Team and DLT's State Data Coordinator, while the afternoon session offered in-person support on annual report issues important to participants.

8. Meet with new and current directors in the system to orient them to system services and to provide an overview of library services in Wisconsin. RESULTS:

- Library directors and technology staff received in-person technology orientation/training and support during field visits to 23 of the 25 member libraries.
- The new WVLS Public Library Services Consultant visited all WVLS member libraries to get acquainted with library staff, see each library's public spaces, collect feedback and gather ideas for future projects and initiatives.
- Orientations were conducted for public library directors new to the WVLS area. Those who received orientations included: Ada Demlow (Antigo Public Library), Laurie Ollhoff (T.B. Scott Free Library, Merrill), and Peter Kotarba (Demmer Memorial Library, Three Lakes). Plans were made with Jasmine Hanson (Wabeno Public Library) to initiate an orientation in January 2024.
- New public library directors were paired with mentors. In 2023, mentors were paired with Laurie Ollhoff (T.B Scott Free Library, Merrill) and Susan Heskin (Superior Public Library); Ada Demlow (Antigo Public Library) and Kristie Hauer (Shawano County Library, WVLS); Peter Kotarba (Demmer Memorial Library/Three Lakes) and Heidi O'Hare (Tomahawk Public Library)
- Staff conducted quarterly check-ins with each library director's mentor.
- Two DLT-sponsored "Boot Camp for New Public Library Directors" were held on September 28 – Friday, September 29 and Thursday, October 5 – Friday, October 6, 2023. Ada Demlow (Antigo Public Library), Amber Brill (Greenwood Area Library), Laurie Ollhoff (T.B. Scott Free Library, Merrill), and Peter Kotarba (Demmer Memorial Library, Three Lakes) attended the event.

9. Ensure appropriate library system staff meet with newly hired key library staff to provide an orientation on system services related to their positions. RESULTS:

- Orientations on system services related to V-Cat and aspen were provided for new staff at MCPL.
- Technology orientation relating to use of Deep Freeze public computer lockdown software, public computer best practices, particularly in the area of patron privacy, and functions of Pharos timing software (where applicable) were provided to all library staff (directors and/or technology and frontline staff) available during on-site library visits at 25 locations in 2023.

10. Facilitate participation of member library staff, trustees, and supporters in local, regional, and statewide advancement events, e.g., candidate forums, WLA Library Legislative Day. RESULTS:

- Staff coordinated schedules and briefing materials for WVLS delegation to 2023 Library Legislative Day.
- Three WVLS trustees, library staff from seven WVLS member libraries and five WVLS staff attended meetings with eleven WVLS area legislators. Staff provided a virtual briefing session for WVLS attendees as well as those from neighboring systems that shared WVLS area legislators.
- Staff informed member libraries about public listening sessions held by state legislators at local venues, and other advocacy opportunities. Legislators regularly contacted WVLS libraries when looking for listening session venues.
- WVLS staff coordinated participation by 75 library advocates at four public Joint Finance Committee hearings around the state for the Wisconsin Library Association, including 22 colleagues from NFLS, NWLS and WVLS standing up for state library aid in Minocqua on April 26. Particular emphasis was placed on ways in which state aid supported public library system initiatives enhance local library services.

- Effective ongoing engagement with a WVLS area Joint Finance Committee member instrumental to securing additional public library system aids for the 2021-2023 biennial budget was maintained.

11. Maintain WVLS/public library system information packets to share with new member public and county library board members and with new legislators in the WVLS service area. RESULTS:

- The *2022 System Information and Public Library Statistics* booklet was distributed in May 2023 to member library directors, library board Presidents, county library board Chairs, the WVLS Board of Trustees, municipal and county clerks, and area legislators. The *2022 System Information and Public Library Statistics* booklet is a compilation of service and financial data from member public library annual reports.
- As part of the orientation for new director's, WVLS encouraged directors to share recent copies of the WVLS Fact Sheet, Organizational Chart, System Plan and Map, and "Partners for Excellence: Public Library Systems and Local Public Libraries" handout with new board members.
- WVLS shared a Fact Sheet, System Map, and "Partners for Excellence: Public Library Systems and Local Public Libraries" handout with area legislators during WLA's Library Legislative Day visits.

12. Assist libraries in promoting their value to their communities. RESULTS:

- An infographic template was created to portray the impact a library's services and programs has on the communities it supports. Libraries that requested the template planned to use it to complement the public library annual report provided to stakeholders, municipal and county leaders.
- Over the course of several months, WVLS assisted Clark County libraries with their county advocacy project.
- Staff assisted member libraries with their National Library Card Sign-Up Month marketing efforts. In addition to website support, staff offered to help staff with writing promotional pieces. In collaboration with the public library system marketing cohort, WVLS distributed over 3,000 promotional stickers to its libraries to hand out to patrons during Library Card Sign-Up Month.
- WVLS provided web links for member libraries to a state-wide "Get Your Library Card" website, managed by the Bridges Library System.
- In conjunction with Library Card Sign-Up Month, WVLS offered "I Love My Wisconsin Library" high-quality, vinyl, die-cut stickers to member library locations to be placed on water bottles, laptops, phone cases and more. There were 26 library locations who requested stickers.
- Canva Training was offered to the Antigo Public Library in June and was offered to other WVLS member libraries upon request.
- Tips on media appearances were provided to MCPL staff in June.

13. Assist member libraries in working for and securing local and county funding. RESULTS:

- Advocacy assistance was provided through periodic WVLS updates, as well as sharing legislative updates and advocacy initiatives with members of both the Oneida County Library Board and Forest County Library Board.
- Staff consulted with member library directors and county library boards on matters regarding ongoing primary funding support from local sources, as well as initiatives to secure additional county funding.
- As a member of WLA Library Development & Legislation Committee, WVLS staff participated in ongoing discussions regarding intellectual freedom, library standards, local funding, cross border payments and other issues of interest to librarians statewide, gaining helpful insights for WVLS member library concerns.
- Over the course of several months, WVLS assisted Clark County libraries with their county advocacy project and was a presence at Clark County Board meetings when 2024 funding for libraries was discussed.

- WVLS submitted a letter to Governor Ever's office requesting advice on the legality of a Marathon County supervisor's request to remove $2,832,224 in ARPA funding for the Marathon County Public Library's HVAC system.

14. Facilitate individual county library service planning processes when requested. RESULTS:

- Staff liaison consultation services were made available to county library boards upon request, as well as to individual library directors.

15. Support member library staff and trustee advocacy efforts at all levels – local, county and state. RESULTS:

- Staff supported trustee members of local and county library boards in WVLS member counties by responding to requests for WVLS activity reports, legislative updates, and consultant presence as requested.
- Staff supported Clark County libraries and the Clark County Library Board with their county advocacy project.
- A letter was submitted to the Marathon County Board of Supervisors to reappoint a trustee on the MCPL Board for another term.

16. Encourage members of the WVLS library community to develop a network of citizen library supporters who can be strategically deployed as needed. RESULTS:

- Librarians and library supporters from WVLS counties who did not attend WLA's Library Legislative Day were encouraged to engage in alternative relationship building activities and demonstration of library value including sharing of program and services flyers illustrating adaptability to workforce development, broadband access and economic challenges.
- Relationship building with citizen supporters at the local and state level is an ongoing effort that was encouraged and assisted by WVLS staff at every opportunity. Particular attention was paid to public communications regarding collection development and materials reconsideration policies and procedures, and public library funding in 2023.

17. Advocate on the state level for system and public library initiatives, as well as other items included in the Wisconsin Library Association's legislative agenda of significance to the entire library community. RESULTS:

- Nonpartisan updates from WVLS staff to member libraries provided information to assist reference inquiries regarding 2023 voter registration and spring election participation information helpful to voters.
- WVLS staff provided information about and encouraged relationship building with members of the Wisconsin Legislature whose districts include portions of WVLS counties, as well as members of the Wisconsin congressional delegation.

18. Inform member library staff, trustees, and supporters of pending legislation on the state and national levels that may affect libraries and explain how the proposed legislation might affect system and local library service. RESULTS:

- State and national legislation having potential impact on libraries of all types was monitored.
- Staff managed legislative updates and action requests for Federal issues including Institute of Museum and Library Services (IMLS) funding and related American Library Association concerns.
- Staff provided legislative updates for meetings of the Forest County and Oneida County library boards, and WVLS Board of Trustees meetings.

19. Network with a variety of state, regional and local government agencies on behalf of member

libraries. RESULTS:

- Staff served as legislative liaison to the Cooperative Children's Book Center Advisory Board.
- Staff served on WI Humanities Board Government Relations Committee, instrumental in securing funding for and developing the "Community Powered" pilot initiative pairing four recent college graduates with their hometown librarians from four different regions of the state in 2022-2023. One of the pilot community locations was the Forest County Potawatomi Cultural Center, Library and Museum.
- Staff served as a member of the Connecting Wisconsin Libraries workgroup along with colleagues from school and public libraries and Department of Public Instruction Consultants to build resources and provide relationship building opportunities for school and public libraries across Wisconsin.
- Staff participated in Wisconsin Early Childhood Collaborating Partners (WECCP) Regional Action Teams spanning the WVLS area to continue building relationships with educators and organizations supporting young families.
- Staff served on the Library Workforce Connection, formerly known as the Libraries Activating Workforce Development Skills (LAWDS) Project Advisory Council. This workgroup continued to build and provide workforce development tools for public libraries across Wisconsin.

20. Represent the interests of member libraries to the Legislature and the Wisconsin Department of Public Instruction in the development of statewide library policy or services. RESULTS:

- Staff served on WLA's Library Development & Legislation Committee (LD&L) and routinely represented WVLS interests to both legislators and the DPI Division for Libraries and Technology.
- Through LD&L involvement, staff monitored Wisconsin Educational Media & Technology Association (WEMTA) legislative initiatives and awareness of Common School Fund issues.
- A WVLS trustee and a staff member were among those appointed by the Governor to serve on the Council on Library and Network Development (COLAND).

21. Cooperate with other agencies or organizations for the benefit of member libraries and area residents. Examples in 2022 include, regional Aging and Disability Resource Centers, CESAs, WI Early Childhood Collaborating Partners (WECCP)/regions, Wisconsin Humanities and Workforce Development Boards (WBD)/regions. RESULTS:

- WVLS continued to partner with the League of Women Voters of the Northwoods (LWVNOW) for periodic updates to voter registration tools developed by LWVNOW and distributed to all WVLS library locations. Collaborative LWVNOW support for library voter registration assistance was ongoing.
- A WVLS staff member appointed by the Governor to the Wisconsin Humanities Board served as a resource consultant for statewide collaborative humanities initiatives with public libraries.
- WVLS continued partnerships with three regional Workforce Development Boards and South Central Library System to build relationships, connections, and learn about the service menu the other provides in supporting job seekers and employers.
- Staff participated in WVLS-area Wisconsin Early Childhood Collaborating Partners (WECCP) Regional Action Teams.
- Information about services and programs provided by the Central Wisconsin Aging and Disability Resource Center was shared with member colleagues.

22. Develop tools that can be tailored by local libraries as needed, making it easier to create awareness of their accomplishments, needs, or concerns, e.g., press releases, sample letters to officials, videos, infographics, social media templates, advocacy toolkits. RESULTS:

- An infographic template was created to portray the impact a library's services and programs has on the communities it supports. Libraries that requested the template planned to use it to

complement the public library annual report provided to stakeholders, municipal and county leaders.

- The infographic template was revised and updated specifically for Clark County libraries including background information on county library funding. Libraries used the revised infographic to advocate for an increase in county reimbursement from 70% to 85% for 2024.
- To help promote Library Card Sign-Up Month in September and beyond, vinyl, die-cut stickers were created and shared with libraries to hand out to new and existing library patrons, board members and other community leaders.
- The Library Card Sign-Up Month toolkit from the American Library Association was promoted in *Monday Mentions* as well as the *WVLS Newsletter*.

23. Assist member libraries to identify, implement, document, and publicize programs and services that (1) expand technology services for patrons with limited broadband access, (2) enhance workforce development assistance, and (3) provide a gateway to learning in all stages of life. RESULTS:

- Templates for "Job Seekers Resources" and "Tax Resources" were updated and assistance with updating websites with this information was provided to member public libraries in WVLS, IFLS Library System and NWLS.
- Individualized training sessions were provided to several libraries on using Canva to create program and service promotional materials and website content.
- A *Digital Byte* titled "ILovePDF" was created to highlight a free online tool that merges, splits, compresses, converts, and rotates PDF files.
- A *Digital Byte* was created that demonstrated how to use the "Shared Google Sheets" that WVLS provides members for library programming.
- A *Digital Byte* on "Tips for Taking Better Photos" was developed that offered 13 tips for tacking better photos on cell phones.
- Staff updated the template for and installed "Job Seekers Resources" webpage on behalf of libraries participating in the LEAN WI website service.
- Support was offered to member libraries seeking to expand their wi-fi service to areas outside the library building.
- Support was offered to member libraries seeking to provide mobile hotspots to their users, and to offer mobile printing service in their buildings.

24. Provide website layout and design consultation services to LEAN WI member libraries upon request. Continue to evaluate and refine curriculum and processes while onboarding interested NWLS member libraries. RESULTS:

- Staff surveyed website managers at 85 libraries and developed a training plan for onboarding new website managers and providing live virtual, recorded, and written training on website topics.
- A new training website was developed with new information added on a regular basis.
- Four regularly scheduled website training opportunities were offered each month to colleagues in libraries across the LEAN WI partnership using LEAN WI's website layout and design consultation services.
- A Website Accessibility Learning Group was formed in 2023 that includes website managers from systems and public libraries who have a special interest in learning about and implementing design tools for websites that maximize accessibility mainly for those with low/no vision. The main charge/goal of this group, which meets monthly, is to establish best practices for website design and management so they can be interpreted by those who don't have a usual visual interaction with a website. These services include good contrast design, and proper use of Alt Text for images and headings to outline a page to maximize compatibility with screen readers.

25. Support member libraries' use of the Beanstack web platform and smart device application during the 2020-2023 contract. RESULTS:

- Support for Beanstack was provided to member libraries upon request. When users had issues with the platform, WVLS connected member libraries to the Beanstack team and local Beanstack super users for support.
- WVLS served as the fiscal agent for the LSTA grants that supported access to school and public libraries across the state.

26. Share feedback from member libraries about the Beanstack web platform and smart device application with the Wisconsin Department of Public Instruction. RESULTS:

- WVLS forwarded member libraries' issues and successes with the Beanstack web platform and smart device application to the WI Department of Instruction and Beanstack account representatives when appropriate.

27. **Continue to maintain lists** of WVLS area adult services speakers, performers, and programs to encourage the exchange of ideas, resource sharing, and collaborative booking. RESULTS:

- The Adult Services Programming Spreadsheet was updated and reformatted for ease of use.
- Any member library staff involved in adult programming is encouraged to add speakers, performers, and program ideas to the spreadsheet as a way of sharing those ideas with others.
- Information about this resource and how to use it was shared with colleagues via the WVLS Adult Services email list and a WVLS *Digital Byte*.

Indicate new or priority activities relating to this requirement for the plan year (2023).

1. Attend/Host meetings of the Public Library System marketing cohort to discuss opportunities for collaboration and cooperation. With DPI support and LSTA funds, continue to support the Marketing Plan Template developed by the System Marketing Cohort for Wisconsin's public libraries to use. RESULTS:

- WVLS attended four meetings of the meetings of the public library system marketing cohort in 2023. This year's meetings were hosted by the Outagamie Waupaca Library System (OWLS). They were held on February 1, May 2, August 1, and November 3.

2. Facilitate opportunities for designated communications/marketing coordinators from other systems to share expertise, projects, resources and tools. RESULTS:

- Two marketing initiatives the cohort continued in 2023 were its promotion of National Library Card Sign-Up Month that distributed promotional stickers to libraries to hand out to their patrons in September (managed by OWLS), and its maintenance of a state-wide "Get Your Library Card" website (managed by the Bridges Library System).
- Topics at meetings included: system newsletters, member library communications, staff buy-in for marketing initiatives, measuring social media success, and social media trends and strategies.
- WVLS and OWLS used expertise of the public library system marketing cohort to share news and updates about the WLA Annual Library Conference.

3. **Continue evaluation of the system's orientation for new public library directors (described under no. 8 above).** RESULTS:

- Feedback from area library colleagues prompted a change in late 2022 to the process/timeline for the orientation WVLS provides to new public library directors.
- The revised timeline, which was implemented in 2023, enabled new directors to complete the program in 6 months rather than 18 months.

- The "New Director Orientation" page on the WVLS website was updated in 2023 to reflect this change in process.
- Information shared with new directors during their initial orientation session in 2023 was made available on the WVLS website. Additional information on WVLS services that is routinely shared during the orientation process will be loaded to the website in 2024.

4. **Upon request, consult with colleagues on presentation and public speaking skills.**
    RESULTS:

- An article in the March *WVLS Newsletter* shared the availability of the WVLS Continuing Education Consultant to assist colleagues with developing effective presentations and improving their public speaking skills.
- Consultations were provided on presentations for the Wild Wisconsin Winter Web Conference on January 25-26, 2023.
- In early 2023, staff completed a new continuing education course, "Perfecting Your Presentations," for the UW-Madison iSchool. The four-week course examined strategies and best practices on being prepared and confident public speakers.
- Over the course of several months, staff consulted with Clark County libraries on their advocacy presentations to the Clark County Board of Supervisors.
- A webinar was provided for the UW-Madison iSchool's 'Advocacy Crash Course' series on August 17, 2023. The presentation covered best practices in face-to-face presentations, including preparing for an audience, creating interesting visuals, developing confidence, and maintaining rapport.
- A *Digital Byte* on "Visual Tips for Presentations" was created in August and shared in Monday Mentions and on the WVLS website.

5. **Secure funding for a 2023-2024 WVLS Innovation Grant for a member library to beta test the acquisition and installation of an outdoor Pickup Locker System.** RESULTS:

- The WVLS Board of Trustees approved funds in the 2023 Special Projects Account to support this project in 2024.

Indicate new or priority activities relating to this requirement for the plan year (2024).

1. Continue to implement and refine orientation process for new member library directors in conjunction with WVLS mentoring program, and with new trustees on library and county library boards.
    RESULTS:

2. **Continue administration of the 2023-2024 WVLS Innovation Grant. (Described in no. 5 above.)** RESULTS:

DELIVERY

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(FM). Wis. Stats. 43.24(2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

Electronic Delivery of Information

2023 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

1. Produce/distribute annual statistical report and listing of system membership benefits. RESULTS:

   - The *2022 System Information and Public Library Statistics* booklet was completed in May 2023.
   - This newest edition was revised to update the layout and design of the report and to include additional information by way of charts and definitions of key measures.
   - Printing of the booklet was outsourced to a local company.
   - The booklet was distributed to member library directors, library board Presidents, county library board Chairs, the WVLS Board of Trustees, municipal and county clerks, and area legislators.
   - A *Digital Byte* on the booklet was created that summarized the information reported and offered tips on how to interpret and use the information presented.

2. Continue to use a communications and marketing plan to guide and coordinate communications methods to/from member library staff and trustees. RESULTS:

   - Information on system, state, and national news was shared with member colleagues using the following tools:
      Monday Mentions: a weekly email sent every Monday at 12 pm with upcoming news and events
      WVLS Facebook Page
      WVLS YSIE (Youth Services Information Exchange) Facebook Page to encourage the exchange of ideas and resources
      Digital Lites: bi-monthly blog posts on news and events relevant to member library staff and trustees
      WVLS Newsletter: a digital newsletter sent to subscribers during the first week of the month featuring news from member public libraries and system announcements
      WVLS Email Lists: Information shared among a targeted audience
      WVLS Website

3. Publish monthly newsletter and encourage member libraries to contribute content. RESULTS:

   - A WVLS newsletter was published within the first seven days of each month in 2023.
   - Newsletter topics included system announcements, new staff hires, features on member libraries' services and programs, state news and WVLS scholarships.
   - The newsletter was emailed to area colleagues via MailChimp; posted on the WVLS website; promoted in *Monday Mentions* and on the WVLS Facebook page; and offered via WVLS *Digital Lites* blog posts.
   - The newsletter was shared with Wisconsin's public library community via the state's WISPUBLIB email list.
   - The newsletter averaged a 44.1% open rate on MailChimp. Compared to the average email open rate of 18% in 2023, this penetration was a success.
   - Member libraries were encouraged every month to contribute content for the WVLS newsletter. In 2023, articles were featured from 13 WVLS member libraries, representing all seven counties in the WVLS service area.
   - Two articles were featured from libraries outside of WVLS – one library from the IFLS Library System and the other from the Outagamie Waupaca Library System.

4. Publish weekly/bi-weekly contributions to the WVLS blog *Digital Lites*. RESULTS:

   - There were 43 posts to the WVLS blog, *Digital Lites*, in 2023.
   - Topics for the blog ranged from announcements for upcoming continuing education and conference opportunities, to promotions for scholarships and grants, to features on library trends, national library-related events and inclusive services updates.

5. Create and share ready-made promotional templates that promote library services and programs. RESULTS:

- An infographic template was created to portray the impact a library's services and programs has on the communities it supports. Libraries that requested the template planned to use it to complement the public library annual report provided to stakeholders, municipal and county leaders.
- To help promote Library Card Sign-Up Month in September and beyond, vinyl, die-cut "I Love My Wisconsin Library" stickers were created and shared with libraries to hand out to new and existing library patrons, board members and other community leaders. WVLS distributed over 3,000 stickers to 26 library locations.
- The Library Card Sign-Up Month toolkit from the American Library Association was promoted in *Monday Mentions* as well as the *WVLS Newsletter*.
- Staff assisted member libraries with their Library Card Sign-Up Month marketing efforts. In addition to website support, staff offered guidance with writing promotional pieces.
- WVLS provided web links for member libraries to a state-wide "Get Your Library Card" website, managed by the Bridges Library System.

6. Enhance the WVLS website, and management/hosting strategy for internal and LEAN WI member library use. RESULTS:

- WVLS website revisions and ongoing updates focused on updating content and improving website performance.
- Staff continued the process of migrating existing websites from a third-party host/DNS provider to the LEAN WI services platform for remainder of viable IFLS Library System libraries using a third-party service provider. Onboarding libraries in the Northern Waters Library System will be a priority in 2024.
- Staff surveyed website managers at 85 libraries and developed a training plan for onboarding new website managers and providing live virtual, recorded, and written training on website topics.
- A new training website was developed with new information added on a regular basis.
- Four regularly scheduled website training opportunities were offered each month to colleagues in libraries across the LEAN WI partnership using LEAN WI's website layout and design consultation services.
- A Website Accessibility Learning Group was formed in 2023 that includes website managers from systems and public libraries who have a special interest in learning about and implementing design tools for websites that maximize accessibility mainly for those with low/no vision. The main charge/goal of this group, which meets monthly, is to establish best practices for website design and management so they can be interpreted by those who don't have a usual visual interaction with a website. These services include good contrast design, and proper use of Alt Text for images and headings to outline a page to maximize compatibility with screen readers.

7. Continue to evaluate and improve the WVLS web site to provide an effective means of communication within WVLS. RESULTS:

- Assessments of and minor improvements to the WVLS website were made throughout the year.
- The Adult Services, Children's Services, and Teen Services pages were updated significantly. Old links were removed, and new, relevant links and information were added.
- The New Director Orientation page was updated to reflect recent modifications to that service.
- Documents to enhance awareness of activities of the WVLS Board, WVLS Library Advisory Committee, WVLS V-Cat Steering Committee, V-Cat Consortium, V-Cat Consortium committees were added to the WVLS website as appropriate throughout the year.

8. Keep web-based *Directory of Libraries and Librarians* updated. RESULTS:

- The Public Library and V-Cat Library Staff Directories on the WVLS website were updated when necessary.
- School library addresses and contacts were also updated as WVLS was made aware of changes.

9. Enhance professional development section on the WVLS website to include changes to mentorship and new director orientation processes. RESULTS:

- The Continuing Education and Director Certification pages were updated throughout the year.
- The Mentorship Program page listed the new mentor/mentee partnerships for 2023.
- The WVLS New Director Orientation program underwent significant changes in late 2022. Modifications to this webpage began in 2023 and will continue in 2024.

10. Maintain list of web-based continuing education programs to help area public library directors maintain their state-required certification. RESULTS:

- Recordings, presentation slides, and activity reports for all WVLS webinars in 2023 were shared to the Continuing Education webpage for area colleagues and trustees to reference.
- Contact hours for public library certification were included with every announcement of WVLS-sponsored workshops or webinars.
- In the event that a WVLS member librarian participated in a webinar or workshop outside of Wisconsin, WVLS staff determined contact hours for those events.

12. Create web bibliographies and tools on a variety of topics useful to WVLS member library staff and trustees on the WVLS web site. RESULTS:

- The Adult Services, Children's Services, and Teen Services pages were updated significantly. Old links were removed, and new, relevant links and information were added.

13. Update resource packets for public library directors and WVLS trustees located on the WVLS website. RESULTS:

- Information for public library directors and WVLS trustees on various pages of the WVLS website were modified throughout the year.

14. Share timely reminders and system, statewide and national library news via "Monday Mentions" email to the WVLS all-subscribers list. RESULTS:

- Fifty-one *Monday Mentions* emails were drafted and sent to subscribers in 2023. Regular features included: WVLS service announcements and V-Cat project updates, new WVLS staff hires, DPI news, and alerts for newsletters, scholarships and grant opportunities, continuing education opportunities and *Digital Bytes*.
- *Monday Mentions* emails were sent to WVLS staff and Board of Trustees, staff at member libraries, and K-12 librarians in the WVLS area.
- *Monday Mentions* continued to be archived on the WVLS website.

Indicate new or priority activities relating to this requirement for the plan year (2023).

1. Maintain WVLS COVID-19 webpage of resources as needed. RESULTS:

- The COVID-19 webpage was developed as a go-to resource to keep the WVLS library community aware of the latest research on the virus, recommendations and policies for public-facing operations and programs, and news of library closures.
- While still a pandemic according to the World Health Organization, the lower impact of the virus is no longer prompting immediate nor substantive changes to library operations. For this reason, WVLS archived the COVID-19 webpage to no longer be visible to website visitors.

2. Provide online "Staying Together" discussions on topics relevant to public libraries **as needed**. RESULTS:

- A "Staying Together" discussion on a topic relevant to all public libraries was not scheduled in 2023. The increased number of meetings associated with NICE (Northern Wisconsin ILS Consortium Exploration) taxed member library staff schedules and made this opportunity prohibitive.
- When practical and appropriate, WVLS hosted virtual meetings with smaller groups of member libraries to discuss matters important to them. Several virtual meetings were held with public library directors in Clark County to strategize on a county advocacy campaign. A virtual meeting with public library directors in Oneida and Langlade Counties was held to address a county funding reimbursement matter.

3. **Continue to m**odify Sierra Training website page to improve navigation and searchability. RESULTS:

- To improve search results, new information was posted, outdated materials were removed, and some documents were renamed.

Indicate new or priority activities relating to this requirement for the plan year (2024).

None Indicated.

Physical Delivery of Information

2023 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

1. Subsidize three courier stops per week to each member public library and V-Cat service site and "vendor-sort" process. RESULTS:

- WVLS subsidized three courier stops per week to 35 library service sites in 2023, which included 25 public libraries and 10 branch libraries.

2. Ensure local delivery service is available to member libraries at least five days per week. RESULTS:

- Member libraries were offered the opportunity for either a 4- or 5-day per week delivery service, Monday through Friday, with the WVLS vendor, Waltco, Inc.
- In 2023, three libraries received more courier stops than the three subsidized by WVLS and were invoiced for the additional stops.
- Statistics in an appendix at the end of this document report annual courier volume and number of stops Waltco made to member libraries in 2023.

3. Request monthly volume statistics from courier provider and share yearly data with the WVLS Board of Trustees and member libraries. RESULTS:

- Monthly volume statistics received from Waltco are shared in an appendix at the end of this document.

4. Review and update delivery schedules, policies and procedures as needed, and post on the WVLS website**.** RESULTS:

- The WVLS webpage was updated to report updated delivery schedules and routes when necessary.
- There were no changes to the WVLS courier operation's policies and procedures in 2023.
- WVLS emails to member libraries reiterated the use of a designated courier email address for any communications, bin requests and news on delays or closures.

5. Communicate courier schedule changes and **instructions for** packaging courier items with member libraries and courier vendor when needed. RESULTS:

- Member libraries received email announcements on library closures and Waltco service news throughout the year when weather-related safety precautions were implemented.
- Information about library closures – due to such things as weather and road conditions, carpet cleaning, remodeling, staff shortages, etc. - was shared with Waltco as necessary.
- WVLS emails to member libraries reiterated the use of a designated courier email address for any communications, bin requests and news on delays or closures.
- Information on how to correctly package items for the courier was shared as necessary in *Monday Mentions*, during conversations with member libraries, and as part of the orientation process for new public library directors.

Indicate new or priority activities relating to this requirement for the plan year (2023).

None indicated.

Indicate new or priority activities relating to this requirement for the plan year (2024).

None indicated.

SERVICE AGREEMENTS

(G). Wis. Stats. 43.24(2)(g) Service Agreements with all adjacent library systems.

2023 ACTIVITY RELATED TO THIS REQUIREMENT:

1. File current copies of agreements WVLS has with all other Wisconsin library systems with DLT. RESULTS:

- Agreements with all Wisconsin's Public Library Systems were filed with DLT when they were last updated.
- The most recent agreement, a 2017 agreement between WVLS and the Winnefox Library System, was filed with DLT at that time.

OTHER SERVICE PROGRAMS

(I). Wis. Stats. 43.24(2)(i) 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.

Collection Development
2023 ONGOING ACTIVITIES RELATED TO THIS REQUIREMENT:

1. Provide access to electronic resources to meet the needs and demands of area library users and to back up the collections of member libraries. RESULTS:

- Funding for *Gale Courses* on behalf of member libraries continued for a fourth year in 2023. WVLS decided to cancel this subscription in 2024 due to low usage and high cost per use.
- Subscriptions were continued for *Ancestry*, *Novelist Plus* (fiction, nonfiction, and audio books), *Novelist Select*, and *Foundations in Wisconsin*.
- The publisher of *Foundations in Wisconsin* announced its plan to discontinue the online resource at the end of the year.
- The WVLS OverDrive Advantage account was supported in 2023 through donations from WVLS, WVLS member libraries, and member library foundations.

2. Provide the resource library a collection development grant to expand the breadth and scope of its fiction and nonfiction collections. RESULTS:

- A $10,000 collection development grant was provided to MCPL in accordance with the 2023 MCPL/WVLS Resource Library Agreement.
- When deciding on a budget for 2024, the WVLS Board of Trustees opted to increase the grant to MCPL to $11,000.

3. Provide area library directors with usage reports for WVLS electronic databases and OverDrive collections. RESULTS:

- While member libraries were able to access the OverDrive database to aggregate usage statistics, WVLS compiled this data, as well as usage data on WVLS databases, to help member public libraries complete their 2022 annual reports.

4. Continue membership in the Wisconsin Public Library Consortium to provide access to the Wisconsin Digital Library, and associated initiatives. RESULTS:

- Membership in the Wisconsin Public Library Consortium (WPLC) continued in 2023.
- This membership offered member library patrons access to a significant digital collection of e-titles in book, audio, and magazine forms and provided WVLS with access to collaborative and innovative WPLC projects of potential benefit to members.
- WVLS was represented at all WPLC board meetings and staff and/or a member library director tasked with representing WVLS attended all WPLC Steering Committee meetings.
- Staff served on the board's Nominations Committee, as the board liaison to the WPLC Steering Committee, and as a board representative on the WPLC Collection Development Committee.
- Staff served on the WPLC Technology Steering Committee, Digital Archives Backup Collaboration Steering Committee, Technology Backup Collaboration Committee and WPLC Data Dashboard project.

5. Subscribe to professional journals and route to interested member libraries. RESULTS:

- Subscriptions to several professional journals were continued in 2023, and many were routed to interested area library staff throughout the year.
- The list of periodicals available for routing through WVLS was shared with new directors during their orientation.

6. Monitor usefulness of content available through WPLC membership and share member library feedback with the WPLC Board. RESULTS:

- In partnership with the WVLS representative to the WPLC Steering Committee, WVLS discussed issues and solicited feedback from member libraries when needed. That feedback was taken to the Steering Committee or Board when addressing matters relevant to member libraries.

7. Maintain a professional materials collection and make titles available for loan to any library in the

state. RESULTS:

- The WVLS professional materials collection was made available to area library staff upon request via V-Cat, as well as to libraries across the state via WISCAT.

8. Maintain the shared WVLS/IFLS**/NWLS** collection of makerspace resources. RESULTS:

- This collaborative collection includes approximately 73 makerspace items from WVLS, 72 programming kits from the IFLS Library System, and 68 memory kits from the Northern Waters Library Service.
- This unique collection was maintained by all system partners in 2023 and offered to member libraries for programming opportunities using the Lend Items booking program.
- More information about this shared collection is provided in one of the appendices at the end of this report.
- A significant evaluation of the WVLS makerspace collection prompted the removal of items that were low circulating, in poor condition or no longer relevant.
- Additional items for the collection were purchased in late 2023 based on ideas solicited from member library staff.

9. Share reader's advisory information with area libraries. RESULTS:

- WVLS continued its subscription to NoveList Plus, a reader's advisory database of reading and listening recommendations from experts, author biographies, articles and lists for fiction and nonfiction books.
- Aspen Discovery allowed libraries to create browse categories that may support reader's advisory. Additionally, Aspen has customized reading suggestions in multiple places for patrons to engage with.
- Many libraries feature carousels with new items on their websites which automatically update based on the newest search results for that popular saved query in the system. Libraries then have the ability to create custom feature lists for library book clubs, summer reading themes, or other "book display" topics, including the ability to make an online display that aligns with a physical display in the library. Staff created and maintained carousels for interested LEAN WI libraries. This documentation (video, text) was created for reference: https://training.librarieswin.org/website-training/website-book-carousels/. This document links to training to create a new featured list or to request assistance, and how to update that list on a library's website.

10. Share collection development information and resources with area libraries. RESULTS:

- Through a collaboration with the IFLS Library System, a monthly "Starred Reviews" listing was emailed to member library youth services staff. "Starred Reviews" is a collection development tool that gathers highly recommended titles for youth and teen collections from professional book review resources: *Booklist*, *Horn Book*, *Kirkus*, *Publishers Weekly*, and *School Library Journal*.
- Many libraries feature carousels with new items on their websites which automatically update based on the newest search results for that popular saved query in the system. Libraries then have the ability to create custom feature lists for library book clubs, summer reading themes, or other "book display" topics, including the ability to make an online display that aligns with a physical display in the library. Staff created and maintained carousels for interested LEAN WI libraries. This documentation (video, text) was created for reference: https://training.librarieswin.org/website-training/website-book-carousels/. This document links to training to create a new featured list or to request assistance, and how to update that list on a library's website.

- Professional journals featuring reviews of library materials (books, databases, audio and video content) were purchased by WVLS and routed among interest area library collection development staff throughout the year.
- WVLS partnered with the Rhinelander District Library on the 35th annual Children's Book Fest. Titles from *CCBC Choices 2023*, an annotated list of recommended books published in 2022 for children and teens developed by the Cooperative Children's Book Center's evaluation team, were presented and made available for purchase. Held May 1-2, 2023, this collection development continuing education and networking opportunity was promoted to libraries in early 2023 via several communication channels.
- Emails to the Youth Services List announced the 2023 American Library Association's Youth Media Awards, a prestigious list of books, videos, and other outstanding materials for children and teens.

11. Continue the shared WVLS/IFLS/NWLS Digitization Program (Project IONh) that offers interested member libraries consultation, best practices, and support, and which provides member libraries opportunities to share their digitized collections with Recollection Wisconsin and the Digital Public Library of America. RESULTS:

- Consulting services were provided to member libraries to create access to digitized content using the Aspen Library Catalog integration tools (placards, records). An example of increased discovery of local collections and links to access local collections: Typing "Eau Plein" in the Colby Community Library Aspen catalog will bring up has a placard showcasing the Colby High School Yearbook Collection. This information is then linked to the Colby Community's website where digitized yearbooks are archived.

12. Help member libraries with weeding and/or inventory projects. RESULTS:

- Reports on item circulation data and age were provided to libraries upon request to support their collection development processes.
- WVLS provided general inventory training as well as customized training, tutorials and support when helpful.
- A meeting of member library staff involved in Collection Development was held in April 2023 to discuss best practices.
- Sierra Create Lists training was offered in spring of 2023 for member library staff interested in creating their own reports. Report templates were created to share with interested library staff.

13. Explore and pursue alternative funding to support the WVLS OverDrive Advantage account. RESULTS:

- WVLS continued to use the Holds Reduction amount share that is part of the WPLC budget as the primary funding source for the WVLS Advantage account.
- Donations to the Advantage account were also accepted and were received from the following:
  - Granton Area Schools: $700
  - Antigo Public Library Foundation: $1147.60

14. Investigate new digital resources that may be beneficial to member libraries. RESULTS:

- Trials for new educational resources to replace *Gale Courses* were conducted once WVLS announced plans to drop this subscription in late 2023.
- *Present Udemy* and *LinkedIn Learning* were trialed by WVLS and tested by library staff, while other products will be investigated in early 2024.
- The 2024 WVLS Plan and 2024 WVLS Budget support the acquisition of a new online educational resource to replace *Gale Courses*.

15. To inform collection development practices, provide libraries with usage reports for physical materials collections in the V-Cat database. RESULTS:

- Inventory tutorials and support. and reports on item circulation data. were provided to member libraries upon request.
- "Sierra Create Lists" training was offered in spring of 2023 for member library staff interested in creating their own reports on collection data. WVLS created report templates and made them available to share to library staff undergoing collection development activities.

16. Investigate, implement and support opportunities to reduce wait times on high demand items of interest to users of WVLS member libraries. RESULTS:

- This project was set aside due to staffs' increased involvement with LSTA grant projects in 2023.

Indicate new or priority activities relating to this requirement for the plan year (2023).

1. Continue subscription to Gale Courses. RESULTS:

- Subscription to Gale Courses was continued through October 31, 2023. The subscription was not renewed due to low usage and high cost per use. See also no. 14 above.

2. Evaluate contracts and usage for WVLS subscription-based electronic resources provided for member libraries and their patrons. RESULTS:

- Renewals were pursued for *Ancestry*, *NoveList Plus* and *NoveList Select*.
- *Ancestry* continues to be a well performing resource for our libraries.
- *NoveList Plus* and *NoveList Select* are part of the enhancement of the V-Cat Discovery catalog and have been renewed to continue that enhancement.
- *Gale Courses* usage was too low to justify renewal.
- *Foundations in Wisconsin* is no longer available as an online resource from the publisher.

3. Administer **2022 LSTA WPLC Statewide** Digital Collection Grant. RESULTS:

- WVLS served as fiscal agent for a $100,000 WPLC statewide and regional digital collections grant on behalf of Wisconsin's systems and public libraries in 2022.
- When the 2023 WVLS Plan was drafted, the 2022 grant hadn't yet concluded.
- Shortly after the 2023 WVLS Plan was approved by the WVLS Board of Trustees, WVLS received an invoice from WiLS for the costs of the digital collections. WVLS made a payment to WiLS in early October 2022 and received a reimbursement from DPI later that month.

4. **Continue to e**ncourage collaborative collection development by member libraries in selected subject areas. RESULTS:

- A meeting of member library staff involved in Collection Development was held in April 2023 to discuss best practices and opportunities for collaboration.

5. **Market the WVLS collections of databases, makerspace items and professional resources to members throughout the year.** RESULTS:

- The NoveList Plus database was promoted in the May and November issues of the WVLS Newsletter.
- A different makerspace item was highlighted through a monthly Public Library Services email update sent to member public library staff.
- While not purchased by WVLS, BadgerLink databases were promoted in *Monday Mentions* when webinars were offered.

Indicate new or priority activities relating to this requirement for the plan year (2024).