

## February 2018 Consultant Team Report

### Jean Anderson

- Ordered Professional Collection Materials
- Met with Terry Miller at Pardeeville for New Director Orientation
- Posted February Continuing Education opportunities on the Know More blog
- Prepared for and attended the Public Library System Redesign (PLSR) CE and Consulting Meeting
- Attended the monthly Consultant Staff meeting
- Started the OverDrive Support Course for 10 students

### Shawn Brommer (unavailable)

### Deb Haeffner

- Worked up getting Summer Library Program (SLP) Graphics catalog ready. Updated SLP activity and reading record sheets. Went through the State Manual and selected activity sheets to offer to libraries.
- Met with Lakeview library to look at reorganizing staff work space.
- Working on pricing for shelving for Mount Horeb.
- Went on two days of library tours with Columbus director looking at space use and ideas for future library design. Went to several libraries I've not been to yet, so a good opportunity to see other library's designs for inspiration.
- Obtained quotes for chairs for Prairie du Sac.
- Selected new lighting fixture for Columbus entry.
- Continued work on Three Lakes library. Working on furniture and fabric selection so I can do pricing. Sent them furniture ideas so we can narrow down the options first.
- Worked on a variety of graphic requests including WI Reads materials, lots of spring program materials for libraries, newsletters for libraries and friends groups and beginning to print SLP materials.

### Jody Hoesly

- **Dashboards**
  - **Results Madison:** Created a Madison Public Library Tableau Public site: [https://public.tableau.com/profile/madison\\_public\\_library#!/](https://public.tableau.com/profile/madison_public_library#!/). Met with Susan Lee to discuss design constraints and details for some of the service measures. Also met with Molly Warren to discuss Turnover dashboard requirements. Developed and posting "rough" prototypes for design input and testing that include:
    - MPL-Residents
    - MPL-Overdrive Usage
    - MPL-Borrowing by Branch
    - MPL-Turnover

- **Strategic Plans**
  - Continuing to develop data visuals for the Oregon and New Glarus strategic plans. Various graph types are being used to highlight changes in the population, cost of living metrics, poverty indicators, employment by industries, and local businesses information.
- **ILS Evaluation**
  - Working with the ILS Evaluation Reports Workgroup and the ILS Evaluation Database Authentication and Reports Systems Administration Workgroup on their evaluation reports.
- **Scripting and Reports Team**
  - The Scripting and Reports team met to review action items from previous meetings and develop a plan for moving forward. Script cleanup and authentication redesign will be future topics.

## **Mark Ibach**

- Reviewing and correcting annual reports.
- Attended Green County Library Board Meeting.
- Attended Feb. 2 meeting of Public Library System Redesign (PLSR) Consulting and CE work group meeting in Stevens Point.
- Drafting language for PLSR Consulting and CE work group report to steering committee.
- Answered many annual report questions.
- Worked with Martha Van Pelt to answer legal and procedural questions for SCLS member library directors.
- Produced Top 5 (weekly) and Online Update (every-other week)

## **Tamara Ramski**

- Visited the Kilbourn Public Library (Wisconsin Dells) to deliver a Cassette Digitization Kit and provide training on its use.
- Visited the Rio Community Library to go over their project, look over the materials that they want to digitize, and gather information that will be used in creating their project plans.
- Visited the Stoughton Public Library to go over their project, look over the materials that they want to digitize, and gather information that will be used in creating their project plans.
- Visited the Black Earth Public Library to discuss the next steps their project, including scanning best practices and creating metadata.
- Worked on project plans and metadata templates for the Arpin, Black Earth, Marshall, Rio, and Stoughton libraries.

- Uploaded a group of Albertson Memorial Library's yearbook files and metadata to CONTENTdm (a digital content management program). They will be included in a February harvest to Recollection Wisconsin.
- Meeting with Emily Pfothenauer (Administrator of Recollection Wisconsin).
- Started collecting information from libraries (Arpin, Black Earth, LaValle, Marshall, Rio, Stoughton, and Kilbourn-Wisconsin Dells) to pass on to Emily P. so that Emily can have the home pages of libraries' Recollection Wisconsin collections set-up.
- Received a replacement Indus BookScanner, spent time scanning books for Reedsburg's project to make sure it is working as it should. Use of the Indus will take place at South Central Library System's headquarters.

## **Rose Ziech**

- Feb. 5-9
  - Vacation
- Jan. 29-Feb. 2
  - Email & phone contacts: advised on embedding web page content hosted elsewhere (WI Rapids), fixed menu link URLs (CSP).
  - Drupal theming & tweaking: fixed file & directory permissions from new site launch (Verona), documented procedure for fixing file & directory permissions, met about moving website to SCLS hosting and Drupal (Brodhead).
  - Committees: worked on PLSR Collections Work Group homework.
  - Consulting: discussed digital collection issues related to library websites, discussed SSL project planning.
  - SCLS website: corrected transcription error from website migration, changed Views displays for committee meeting dates, updated documentation related to committee meetings.
- Jan. 22-26
  - Email & phone contacts: recommended next steps for adding access to ReadSquared on PAC PCs (WI Rapids), requested renewal period preferences for domain name renewals (12 libraries). reissued website editing account credentials (Waunakee).
  - Drupal theming & tweaking: updated theme CSS for navbar menu items (Portage County), finished staging and moved new website to production (Verona).
  - Consulting: backup organizer/recorder for Wild Wisconsin Winter Web Conference session
  - SCLS website: troubleshooting file upload issue, presented website status report & discussion of remaining issues for Coordinators, developed

recommendation for color coding blocks for Delivery weather alerts, assisted with reservation form and web page set up for SCLS VR Kit.

- Jan. 15-19
  - Email & phone contacts: provided information for Boopsie setup (Prairie du Sac), referred Hoopla authentication question to Tech & ILS staff (Prairie du Sac), added website editing account (Spring Green, Waunakee), planned for new website launch (Verona), discussed next steps for website redesign planning (Sun Prairie).
  - Drupal theming & tweaking: updated theme CSS for navbar menu items (Portage County).
  - Committees: attended & took minutes for PLSR Collections Work Group online meeting.
  - LINKcat: discussed project planning for Bibliovation adoption, cleaned up deprecated LINKcat launcher script URLs on Don't Miss Lists, updated Don't Miss Lists templates and pages.
  - SCLS website: fixed settings for committee meetings to correctly display meeting cancellations.
- Jan 8-12
  - Email & phone contacts: assisted with changes to Online Resources page on website (Black Earth), website editing account housekeeping (Belleville).
  - Committees: PLSR Collections Work Group homework, catchup, and 2 phone meetings; reviewed Digital Content Workgroup agenda; sent "no meeting" announcement for Library Innovation Subcommittee.
  - SCLS website: investigated Word-to-HTML conversion, documentation issues, discussed requirements for color adjustments for Delivery weather notices on website, advised on private file upload issue.
  - TechBits: [2018 Wild Wisconsin Winter Web Conference](#).