

## October 2019 Consultant Team Report

### Jean Anderson

- Thanks to Shawn and Mark J. for taking care of the Substance Abuse and Mental Health Symposium for me. I heard great things about the workshop from many attendees and was disappointed to miss it. 37 people attended (42 registered), not including the four speakers.
- Conducted workshop for 17 Madison Youth Services staff members and finished the follow-up project
- Hosted three webinars: CCBC Shorts (27 people attended (70 registered), It's a Trap! How to Avoid Giving Legal Advice in Reference Services (20 people attended, 35 registered), and An Introduction to Talking Books (10 people attended, 23 registered).
- Next OverDrive Support Course starts on October 14
- Getting ready for WLA next week. I'll be presenting as part of the Notable Books Marathon, hosting the Past Presidents Breakfast (Marge isn't able to attend this year), and helping with the streaming/recording of three of the sessions.
- Getting ready for the ILL Subcommittee meeting coming up at the end of the month
- Scheduled Drupal Training for Halloween—will look for some appropriately themed treat to bring
- Working on the CE portion of the November All Directors meeting. Jamie Matczak will be presenting along with Tana Elias on Library Event Marketing and Photography. The photographer we had originally booked had to back out due to family issues. Jamie does great photography as an amateur and lots of social media for her libraries.
- Trying to get a WAPL webinar scheduled with Michelle Dennis and Jill Osmond-Groell from Hedberg Library in Janesville. Waiting for information from them
- Attended two LAWDS meetings with Mark Jochem. Hopefully, will be scheduling the first in-person workshops soon
- Registration for PLA in Nashville is now open. I'm planning on attending. It looks like a great lineup of programs and events.
- I'll be attending a coaching class at UW Milwaukee Continuing Education on October 22 and 23. Shawn will be hosting CCBC Shorts for me that week.
- Set up meeting with new Rio director, Roxanne Staveness
- Attended several of the free webinars/presentations from the Global Happiness at Work Summit during the week of September 23
- Hosted Tech Days east at the Monona Public Library. Attendance at the three workshops:
  - Franklin - 93 attended, 92 registered
  - Appleton - 47 attended, 57 registered
  - Monona - 52 attended, 57 registered

- Conducted OverDrive Training at the Mazomanie Free Library for 5 staff members
- Hosted the monthly State Agency Librarian meeting and presented on Ebook challenges to 12 librarians
- Conducted sound checks with webinar presenters
- Attended two LAWDS meetings with Mark Jochem - one in Sun Prairie and one in Barneveld (I attended this one via phone)
- Attended the TACO (Talking about Coop Opportunities) to learn more about LibGuides
- Watched a recording of a SignUp webinar that included some new features/enhancements in our SignUp product
- Attended the monthly Consultant Staff meeting
- I will be at the Wisconsin Library Association fall conference from Oct. 7-11.
- Consulted with a couple of member libraries about their database renewals
- Gave 12 Continuing Education Grants for a total of \$2808.99
- Paid WLA memberships (up to \$100) for 4 library directors
- Worked on 2020 Wild Wisconsin Winter Web Conference planning
- Consulted with a library about an OverDrive questions
- Worked on planning for November 7 Youth Programming Workshop
- Consulted on certification questions for a few library directors
- Ordered Professional Collection materials (17 items)
- Consulted with several libraries on a variety of topics: management, certification, OverDrive, etc.

## **Shawn Brommer**

- **Youth Services**
  - With Jean Anderson, I am wrapping up some final preparations for the Youth Programming Workshop, to be held at Olbrich Gardens on Thursday, Nov. 7.
  - Preparing for a webinar about early literacy activities for the 2020 Summer Library Program.
  - Preparing for 2020 Summer Library Program by placing orders for die-cut shapes to support next year's themes. Purchases are made based on the recommendations submitted by youth services librarians.
  - With Jean, presented a morning workshop for Madison Public Library Youth Services Staff about department Mission, Values, Commitments on Sept. 17.
  - Attended Sept. 18 CCBC Shorts Webinar.
- **Strategic Planning**
  - Finishing up Black Earth's written Environmental Scan and Strategic Plan - goal is to have everything finished by the end of the month.

- With Jody, identifying data needs for Cambridge's Env. Scan.
- Prepping for a presentation for Mount Horeb's November board meeting.
- 2020 libraries:
  - Pittsville
  - Spring Green
  - Rock Springs
- **Other Highlights**
  - Working on final preparations for the WLA Preconference with Ijeoma Oluo, which was held on Oct. 8. I'm looking forward to this preconference AND I'm looking forward to moving on to new projects after the WLA conference concludes.
  - Attended the Sept. 24 Substance Abuse Symposium - took over introduction and day-of-event coordination responsibilities.
  - Maker Kit Open Houses with Craig Ellefson:
    - Sept. 20 - here at SCLS
    - Sept. 27 - Rome

### **Deb Haeffner**

- Getting quote for Alicia Ashman branch furniture.
- Working with Lakeview branch on furniture and display shelving for new materials area, children's seating and teen space.
- Refining shelving quotes for Poynette (office), Rome (shelving) & Portage (teen furniture).
- Met with youth services staff at Verona to discuss furniture for tween space.
- Working Oregon to rework their floor plan options for staff to look at.
- Talking with Gilman Library about a contract to select furniture for their Reno.
- Still working on several fall projects, friends newsletters and book sale materials, some logo redos.

### **Jody Hoesly**

- **PSTAT (Patron Statistical Classes) Mapping—2018**  
<https://public.tableau.com/profile/scls#!/vizhome/2017SCLSLinkCATPatronStatisticalClassesPSTATs/Top10Municipalities>  
 Updated the PSTAT mapping to use 2018 data and added a tab to show the top 5 libraries used by a municipality.
- **Collection Analysis—Sun Prairie Library**  
<https://public.tableau.com/profile/scls#!/vizhome/SunPrairiePublicLibrary-CollectionAnalysisMeeting/SunCollectionAnalysis>  
 Created a Tableau Story for a meeting with Sun Prairie library management to discuss available data, Tableau capabilities, and Sun Prairie's needs/challenges. The tabs follow the flow of data analysis and includes a draft of a Turnover and weeding dashboard. Ideas were shared and will be used to develop a weeding dashboard that can be used by all LinkCAT libraries.

- **Library Budgets—2009-2018 Library Service Data**  
<https://public.tableau.com/profile/scls#!/vizhome/LibraryBudgets2009-2017WIPublicLibraryServiceData/LibraryBudget>  
 Updated the library budget dashboard to include the 2018 annual report preliminary data.
- **Database Usage—Badgerlink**  
<https://public.tableau.com/profile/scls#!/vizhome/DatabaseUsage-Badgerlink-1/EbscoBadgerlink>  
 Developed a data prep workflow and added a dashboard tab for Auto Repair Source.
- **Belleville—Where our patrons are coming from**  
 Created a “Tableau Movie” plotting addresses of patrons who borrowed (issues not renewals) per day in 2019. This shows how the library draws people into the community to borrow materials at the library.
- **Collections—Weeding**  
<https://public.tableau.com/profile/scls#!/vizhome/CollectionsWeeding/weeding>  
 Created a draft workflow and dashboard prototype to extract data about the collection that could be used for weeding and other collection analysis.
- **Portage County—Circ by Time and Weekday**  
 Using Tableau Prep, combined monthly reports for Portage County Libraries 2019 year to date circulation by time and weekday.

## Mark Ibach

- Conducted SEQ/HPB and STP library visits and wrote visit reports to share with staff and SCLS Board.
- Prepared 2019 SCLS Population updates from 2019 preliminary DOA data. Will complete with final data is available.
- Attended monthly Consultant Team meeting.
- Completed County tax exemption calculations with Monroe School District Data sent on Sept. 30.
- Attended Bibliovation PR meeting.
- Attended Columbia County Library Board meeting and Columbia County Library Directors meeting.
- Attended New Building Needs Assessment Workgroup meeting.
- Continued review of DPI annual report prefill data for Section XI (non-resident circulation).
- Wrote and emailed press releases for Oct. 17 Cornerstone Award recipients. Got signatures on certificates and took to Trophy & Engraving Specialists for framing.
- Participated in phone meeting of statewide marketing cohort to continue work on statewide marketing plan template.
- Attended WVLS marketing webinar on marketing (How (and Why) to Do a Simple External Communications Audit with Kathy Dempsey)

- 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).

### **Mark Jochem**

- Participated in “Tech Days East” and attended the keynote address regarding Artificial Intelligence and Extended Reality. I also went to two breakout sessions about helping patrons “cut the cord” from TV providers and a session on using a computer guided stencil-cutting machine.
- Attended Southwest Madison Employment Center grand opening. The center was a project of the City of Madison and the Urban League of Greater Madison with significant input and development by the neighborhood. Met with three Madison Library Staff, two from Goodman South, and one from Meadowridge Library at the event.
- Connected Madison library staff with Kayla Choice-Reichy, Outreach and Recruitment Manager of the Workforce Development Department at the Urban League of Greater Madison.
- Attended a webinar on providing legal reference services in the library, “It’s a Trap, How to Avoid Giving Legal Advice in Reference Services.”
- Met with Brian from McMillan Memorial Library and Melissa from the UW-Stevens Point Small Business Development Center to discuss a Makerspace/Entrepreneurship Program(s). Multiple ways of going about a combined Makerspace/Entrepreneurship program were discussed.
- Co-facilitated a three-hour Inclusive Services training with Tessa Michaelson Schmidt, Youth and Inclusive Services Consultant from the Department of Public Instruction for library staff at Stoughton Public Library
- Participated in the Substance Abuse and Mental Health Symposium, organized by Shawn Brommer and Jean Anderson, at the Wintergreen Resort in Wisconsin Dells. The Symposium was very informative and included topics of the opioid crisis and mindfulness.
- Attended “Tools for Building Digital Skills” webinar from the Public Library Association
- Arranged and attended a meeting at Sun Prairie Public Library between Library Systems (SCLS, Winnefox, Bridges, and Monarch) and the Workforce Development Board of South Central Wisconsin to discuss the LAWDS (Libraries Activating Workforce Development Skills) Project
- Arranged and attended a meeting at Barneveld Public Library between Library Systems (SCLS, Arrowhead, and Southwest Wisconsin Library System) and the Southwest Wisconsin Workforce Development Board to discuss the LAWDS (Libraries Activating Workforce Development Skills) Project
- Met with Martha B. and two other members of the LAWDS Project to discuss upcoming panel discussion program at WLA conference

- Will be attending the Pre-conference through full conference at WLA next week, very excited to attend several of the programs. I've volunteered to be room monitor for two programs and a registration desk attendant for Friday morning.

## **Tamara Ramski**

- Uploaded materials to CONTENTdm for Angie W. Cox Public Library (Pardeeville).
- Received materials from Columbus Public Library, Poynette Area Public Library, and Stoughton Public Library that are ready and waiting to be uploaded to CONTENTdm.
- DPI digitization kit collaboration:
  - Along with Craig Ellefson, gave a presentation at Tech Days East (on September 10, 11, and 12) about the kits.
  - Prepared and sent the DPI Slide Scanner Kit to Milton Public Library.
- LSTA collaboration grant with the Manitowoc-Calumet Library System (MCLS):
  - Uploaded materials for the Chilton Public Library.
  - A 2019 LSTA grant was approved, so the collaboration will continue through the spring of 2020.
- Visited Angie W. Cox Public Library (Pardeeville) to check-in on their digitization project.
- Visited Poynette Area Public Library to provide hands-on training on scanning and creating metadata.
- Visited Kilbourn Public Library (Wisconsin Dells) to discuss plans for organizing the physical collection of their local history materials.
- Listened to a webinar about a recent updates to CONTENTdm.
- Visited Waunakee Public Library to discuss digitization project workflows and to gather information that will be used in creating plans for their project.

## **Rose Ziech**

- **Sept. 30-Oct. 4**
  - Email & phone contacts: checked in about website migration (Madison).
  - Drupal theming & tweaking: added draft Bootstrap theme on beta website (Portage County), configured Views displays for building project articles (New Glarus), updated Views configuration for slideshow and discussed Scheduler use (Mount Horeb).
  - LINKcat: continued Discovery Layer configuration and theming, worked on Apache rewrite configuration to replace the LINKcat Launcher Script to handle traffic to old links to searches and items in LINKcat.
  - Committees: gave feedback on Biblioation Migration PR Workgroup survey draft, sent call to agenda for Library Innovation Subcommittee.
  - SCLS website: chose stock images to use on SCLS Foundation website.

- **Sept. 23-27**

- Email & phone contacts: discussed LibGuides (Sun Prairie).
- Drupal theming & tweaking: enabled Webform module and set up Teacher Request form (Spring Green).
- LINKcat: continued Discovery Layer configuration and theming, worked on Apache rewrite configuration to replace the LINKcat Launcher Script to handle traffic to old links to searches and items in LINKcat, adjusted author settings for pages on LINKcat News, tested Syndetics Unbound loading issues, updated form and drafted message requesting updated library logos & photos for LINKcat.
- Committees: attended Bibliovation PR Work Group meeting.
- SCLS website: investigated outdated link in maker equipment documentation.

- **Sept. 16-20**

- Email & phone contacts: shared info about upcoming BadgerLink URL changes (Stoughton).
- Drupal theming & tweaking: worked on homepage concept and theming for SCLS Foundation website.
- LINKcat: continued Discovery Layer configuration and theming.
- Committees: added library visit report links to Library Innovation Subcommittee meeting page, attended Discovery Interface Subcommittee meeting, reviewed launcher script logs to plan for URL redirects, adjusted author settings for pages on LINKcat News.
- SCLS website: adjusted CSS styling and browser settings to optimize printing tables on cluster representation page.