

January 2021 Report for Board and AC

Deb

- Ordered a missing stool and a new ADA self check table for Lakeview. Coordinated invoicing and billing for furniture. Coordinated shelving installation. Need to find alternative lounge chairs due to an order issue.
- Met briefly with Columbus about a possible reworking of the adult/teen collection layout.
- Looking for lounge chairs for Monona and getting some quotes.
- Ordered a couple of office chairs for South Madison Library.
- Finding meeting room table options for Fitchburg.
- Met with Rock Springs board and selected furniture and finishes to get final quote and ordered furniture.
- Ordered special display shelving for Marshall.
- Webinar “Pantone Color of the Year 2021;” Joined in a “ColorChat on Sources and Resources for Color Design;” Virtual Mural Conference.
- Ordered carpet samples for Hawthorne. Ordered self check tables and stools for computer café. Ordered paint samples. walk off carpet to coordinate—Created plan for carpet install areas. Need to look at possible furniture rearrangement.
- Worked on several graphic requests as they came in (signs, logo design, brochure design, business cards, etc.) printed materials.
- Begin working on a multipurpose space for Adams County Library.

Jean

- **Webinars hosted**
 - Tails and Tales: Summer Library Program and Early Literacy presented by Shawn Brommer, with 44 people registered and 25 attending live
 - CCBC Shorts with 74 people registered and 35 attending live
 - Annual Report webinar, presented by Mark Ibach, with 50 registered and 41 attending live
- **Meetings/Conferences hosted/attended**
 - State Agency Librarians Meeting
 - State CE Consultant’s Monthly Meeting
 - Attended monthly Consultant Team Meeting
 - Met with Mark for our weekly check in meetings
 - Attended the Ripple Project Meeting
 - Met with the Virtual Meeting Tools team
 - Met with Shauna Koszegi, Southwest Wisconsin Library System, to work on the presenters/consultant list for the IDEA Project
 - Attended regular SCLS staff meetings
- **Upcoming webinars**
 - Wild Wisconsin Winter Web Conferences - SCLS is hosting three webinars and I will be co-organizing 5 others
 - CCBC Shorts
 - Great New Books for Birth - Grade 5

- Great New Books for Older Children and Teens
- Whole Person Librarianship: Building the Relationship-Based Reference Collection
- **Wild Wisconsin Winter Web Conference**
 - Scheduled sound checks with speakers
- **Director Support & Certification**
 - Validated Summations for 10+ library directors and answered questions about the process
 - Processed WLA Memberships for SCLS Directors for 6 directors
 - Processed one CE Grant for a certification course
 - Set up certification meetings with directors who are transitioning from temporary to regular certification or celebrating their one-year anniversary as director
- **Other projects/work/meetings**
 - Met with WILS staff, Kerri Hilbelink, and Brian Hahn to wrap up the database renewal season
 - Met with Kathy Wolkoff to work out the WISCAT renewal process participating libraries
 - Finished up the OverDrive Support Course for 2020 and set the dates for 2021 courses
 - Compiled statistics for the CCBC Shorts and Great New Books recordings
 - Compiled statistics for all SCLS recorded webinars
 - Met with Caroline Estrada to set up a Thoughtfully Fit workshop in March (registration opens soon)
 - Wrote a Tech Bits article on equipment for participating in and presenting online programs
 - Processed the new Professional Collection materials. The list will be in the next Online Update
 - Working with Sara Zettervall, Whole Person Librarianship, to set up the first webinar in the Social Services series (March 4)
 - With Shawn Brommer (SCLS), Callie Armstrong, and Kirsten Huebner (Marshall Community Library) will be participating in the Compassion Resilience Facilitator Training starting next week.
 - On a related note, SCLS will be the fiscal agent for a LSTA subaward so all the applicants for the Compassion Resilience training will be accommodated. Worked on a draft contract for the project.
 - Consulting with other System Consultants to find out about the Cybersecurity training and if it's eligible for continuing education credit (still working on it)
- **Streamline for Success (LSTA 2021 project)**
 - Set the dates for the project, registration will open soon
 - Worked on contracts, LSTA Grant application, and other details
- **IDEA Project (LSTA 2021 project)**
 - Met with Team to work on next steps
 - Met with Shauna Koszegi, Southwest Wisconsin Library System, to work on the presentation inquiry email and narrow down our list of possible speakers for the project
 - Next meeting set for Friday, January 15
- **Vacation:** December 21 - January 3

Jody

- Developed flow and process to correct the 2020 monthly extracts to properly credit renewals (w/Cindy Weber and Scripting & Reports Team).

- Joined Tamara in a meeting with Andrea Coffin (WiLS) and Emily Pfothenauer (Recollection Wisconsin) to talk about the SCLS Recollection Wisconsin dashboard.
- Met with a small group of MPL data team members interested in learning Tableau.
- Met with Tim Drexler to “talk Tableau”, and his work on delivery dashboards.
- Designed a prototype dashboard: MPL Computer Usage:
<https://public.tableau.com/profile/madison.public.library#!/vizhome/MPL-ComputerUsage/ComputerUsage-StartTime> and MPL-Curbside Service:
<https://public.tableau.com/profile/madison.public.library#!/vizhome/MPL-CurbsideService/Curbside>.
- Attended the MPL working group data team meeting and admin team meetings, and updated new dashboards based on recommendations. Also discussed data management concerns and future projects.
- Talked with catalogers, public service folks, admin, and selectors to identify the best fields to use for identifying collection languages, and questions they related to languages material to consider exploring. Will now refine workflows to pull data and add usage statistics by pstat.
- Starting pulling annual report database statistics and update dashboards to include 2021 data (w/Scripting & Reports Team).
- Refined workflow, pulled and assembled website visits (w/Rose Ziech).
- Participated in the Research Institute for Public Libraries (RIPL-2020) conference. It was excellent!
- Out of office Dec. 22-Jan.4.

Mark I.

- Prepared for and conducted the annual report webinar (Wednesday, Jan. 13).
- Updated the annual report web page and annual report instructions to include new information from the Division for Libraries and Technology.
- Finalized and submitted the annual report pre-fill data for the Division for Libraries and Technology.
- Met with SCLS work group to begin exploring options for virtual meeting tools.
- Attended Columbia County Library Board meeting5.
- Attended January Consultant Team meeting
- Attended Green County Directors meeting.
- Attended regular SCLS Coordinator meetings.
- Attended Building Needs Assessment Workgroup meetings.
- Miscellaneous phone calls with library directors and board members.
- 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 J.

- General:
 - Library Visit with DeForest Area Public Library
 - Working with Mark Ibach, Amy Gannaway, Jean Anderson, Shawn Brommer, and Michelle Karls to find and evaluate virtual meeting tools
- LAWDS:

- Met with the new project coordinator who will assist in organizing trainings and other aspects of the project
- Labor Market Information (LMI) training module is soon to be released
- Will start to meet quarterly with South Central Wisconsin Workforce Development Board and intersecting library systems (Winnefox, Bridges, and Monarch)
- Inclusive Services:
 - IDEA (Inclusion, Diversity, and Equity in Action) Project committee is meeting on January 15th
 - Continuing work on Inclusive Services projects:
 - Inclusive Services and Outreach Resources Webpage with Shawn Brommer & Rose Ziech
 - Social Work in the Library with Shawn Brommer & Jean Anderson
- Workforce Development:
 - Scheduled a follow-up meeting with Portage and Area Service Providers for January 20th
 - Wrapped up the CARES Act Software for Job Seekers - Gale subscriptions
 - Compiled resources for Sun Prairie to assist a patron over the phone and through curbside
 - Updating the Resources for Job Seekers webpage to reflect changes in UI and other financial assistance resources as soon as information becomes available
 - Preparing an application for a ALA Grow with Google Mini-Grant through the Department of Public Instruction to contribute to a statewide marketing plan

Rose

- Email & phone contacts: set up Google Analytics (Amherst); advised on staff-only intranet pages (McFarland), breadcrumbs (Mount Horeb), removing library card application form responses & embedding videos (Stoughton), log messages & repeating event dates (Baraboo), online resources listings (WI Dells); assisted patrons with contacting appropriate libraries to help with LINKcat issues (Verona); routed database question to Help Desk (Verona); website editing account maintenance (La Valle, Black Earth); routed O365 question to Help Desk.
- Library websites:
 - Website redesign in progress for Monticello.
 - Small changes for website theme/config (Amherst, Arpin, Black Earth, Madison, McFarland, Poynette).
 - Assisted with gathering Google Analytics website statistics for library annual reports.
- Drupal 8/9 upgrade: continued project planning; platform maintenance.
- Committees: set up meeting pages for 2021 Library Innovation Subcommittee, invited new member for Library Innovation Subcommittee & updated membership list.
- LINKcat: worked on LINKcat launcher script cleanup, updated LINKcat Help form with new email (Adams County).
- SCLS website: added styling for Outreach & Inclusive Services Resources landing page, updated SCLS Foundation donations page, updated Locally Subscribed Resources page, renewed SCLS domain names.
- TechBits post: [Help measure residential internet speeds in your community](#).

Shawn

- Submitted team application to participate in the statewide Compassion Resilience training
 - Team to include: Shawn Brommer, SCLS (Project Lead)
 - Jean Anderson, SCLS

- Callie Armstrong, Marshall Public Library
- Kristen Huebner, Marshall Public Library
- Registered for the Social Workers Confronting Racism virtual conference (UW School of Social Work)
- On-going projects:
 - Serving on statewide planning team for the IDEA project: Inclusivity, Diversity, and Equity in Action. I am helping the team evaluate and analyze survey data and input. Other SCLS teammates are Mark Jochem and Jean Anderson.
 - Book discussions with youth services librarians
 - Strategic Planning support
 - With Jean Anderson, working with Middleton Public Library staff to develop vision and values.
- Webinars & Workshops:
 - Compassion Resilience Training Overview (Participant)
 - Early Literacy Program Ideas for the 2021 Summer Library Program (Presenter)
 - CCBC Shorts (Panelist backup)
- Meetings:
 - Weekly meetings with Mark Ibach
 - Bi-weekly SCLS staff meetings
 - Regular check in meetings with Mark Jochem to discuss joint projects
 - Regular check in meetings with Jean Anderson to discuss joint projects
 - Monthly meetings with youth services consultants from other library systems
 - Monthly meetings with inclusive services consultants from other library systems

Tamara

- Listened to webinars about CONTENTdm and digitization topics.
- Worked on cleaning-up text that was created with an optical character recognition (OCR) tool during the upload process to CONTENTdm. Cleaning-up the text makes uploaded items more searchable and discoverable.
- Responded to emails and provided guidance to libraries that are interested in either starting new or resuming ongoing digitization projects.
- With Jody Hoesly, met with Emily Pfothauer and Andrea Coffin (from WiLS) to talk about the Recollection Wisconsin data dashboard that Jody created.
- With Jody Hoesly, updated the Recollection Wisconsin dashboard with data from December 2020. Through the end of 2020, there have been a total of 601,864 views of SCLS libraries' uploaded items. <https://public.tableau.com/profile/scls#!/vizhome/RecollectionWisconsinCollectionUsage/RecollectionWisconsinwpage>
- Created documentation on how to gather data from CONTENTdm that is used in updating the Recollection Wisconsin data dashboard monthly.
- Tested the equipment and workflow for a Video Oral History Recording Kit. Craig Ellefson will be ordering additional equipment to make the kit functional. After the new equipment is delivered, I will continue working on the workflow and creating documentation for the kit.
- Sent a scanning kit to Jane Morgan Memorial Library (Cambria) for an intern at the library to use for a digitization project. Provided guidance to the intern on digitizing.

