

February 2021 Report for Board and AC

Deb

- Continuing work with Hawthorne on carpet, paint, furniture layout.
- Meeting with Pinney about some carpet selection and seating change. Looking for alternative flooring options and sourcing materials and upholsterers.
- Getting new quotes for lounge chairs at Lakeview. Ordered those chairs.
- Looking for display units for Ashman Library.
- Looking for meeting room furniture for Pardeeville.
- Met briefly with Columbus about a possible reworking of the adult/teen collection layout.
- Working on a multipurpose space at Adams. Doing layout and furniture selection.
- Webinars: “How type is adapting to the new normal;” “Digital Art in Architectural Projects;” “Disabling the Fear Factor: How to Communicate with your Client and Build Trust;” “Bridging the Color Gap: Designing Digitally with Physical PMS Guides;” Pantone: “Spotting & Forecasting Trends During Pandemic.” WWWC21:Introduction to Inclusive Marketing;” “Buttoned Up: Merging your physical and Digital color workflows at home.”
- Attending a week long I&S Design Conference virtually early February.
- Worked on several graphic requests as they came in (signs, logo design, brochure design, business cards, etc.) printed materials and laminating.

Jean

- **Webinars hosted**
 - Annual Report Office Hours, 10 registered and 6 attended
- **Meetings/Conferences hosted/attended**
 - Adult Services Check in meeting with 12 attending
 - Director Check in meeting with 20 attending
 - Attended the monthly Continuing Education Consultants meeting
 - Attended the quarterly Wood County Library Board meeting
 - Attended monthly Consultant Team Meeting
 - Met with Mark Ibach, Consulting Services Coordinator, for our weekly meetings
 - Attended regular SCLS Staff meetings
 - Met with Jill Mueller from Darcy Luoma Coaching & Consulting, to discuss upcoming workshop on March 23
 - Attended the Library Innovation Subcommittee meeting
 - Attended the quarterly Database Team meeting
- **Upcoming webinars**
 - Job and Career Search Using Labor Market Information, February 10 and February 12
 - CCBC Shorts, February 17
 - Whole Person Librarianship, March 4
 - Great New Books for Birth - Grade 5, March 11
 - OverDrive Support Course begins February 22
- **Wild Wisconsin Winter Web Conference**
 - Hosted three webinars:

- Decreasing Barriers, 211 registered, 113 attended
 - Library Director Jenga, 140 registered, 87 attended
 - Nitty Gritty Policy, 173 registered, 106 attended
 - Backup organizer for five webinars:
 - Libraries Lift Limits
 - Inclusive Marketing
 - Accidental Library Marketer
 - Emojis
 - Staying True
 - Total attendance for 2021: 1748, with an average of 125 per session
- **Director Support & Certification**
 - Validated summations for 10 directors
 - Processed WLA memberships for 2 library directors
 - Met with Jodi Bailey, Poynette Public Library, for her one year follow-up meeting
 - Met with Tammy Hardinger, Pittsville Community Library, for transition from temporary to regular certification updates
 - Attended the Association for Talent Development - Madison Area Chapter (ATD-MAC) workshop
- **Other projects/work/meetings**
 - With Shawn Brommer, attended the four part Compassion Resilience Facilitator training
 - Met with Melissa Roelli, Mount Horeb Public Library, to discuss a possible webinar
 - With SCLS colleagues, looked at a variety of virtual meeting tools including ConceptBoard, Jamboard, and Explain Everything
 - Attended quarterly Webinar Facilitator's Meet-up (with Continuing Education Consultants from around the country)
 - Attended the Ripple Project meeting
 - Attended the Reference and User Services Association (ALA) presentation of the annual awards including the Notable Book list, Carnegie Award winners, and more
 - Conducted sound check with Maura Kirkham job search webinar
 - Received a printer for remote work and am now able to process certification validations from home
 - Processed CE Grants for 4 libraries
- **Streamline for Success (LSTA 2021 project)**
 - Met with Streamline for Success team
 - Opened registration for workshops
 - Submitted LSTA Grant application to DPI
- **IDEA Project (LSTA 2021 project)**
 - Met with IDEA Team in January
 - Met with Shauna to work on presenter list, contacted possible presenters, scheduled meeting for February

Jody

- After discovering the original Bibliovation code was incomplete, refined flows to correct the 2020 monthly extracts to properly credit renewals a. (w/Scripting & Reports Team).
- Assembled data for annual report including website visits, Badgerlink usage, and selected locally subscribed and Overdrive statistics.
- Developed flows to check annual report prefill data. (w/Mark Ibach & Scripting & Reports Team).
- Working with Tamara to develop instructions for updating the SCLS Recollection Wisconsin dashboard.
- Expanded MPL - [Circ by Weekday & Time to include all Madison Public Libraries](#).
- Looked into alternative datasets (MyPC and Papercut) for service statistics (w/Scripting & Reports Team).
- Investigated dataset options for exploring where MPL people come from and patron demographics.
- Met with Luca Schneider to talk about data sources and visualization ideas to fulfil yearly metrics requested by MPL admin. These metrics include census data and patrons served.
- Responded to a request for school district data.
- Met with Lindsey Ganz to discuss ways to discuss monthly statistics and possible visualization options.
- Met with Holly LaGue to discuss data for stakeholders.
- Facilitated a database team meeting.
- Updated database dashboard to include new subscriptions add the new year and improve workflows.

Mark I.

- Working on Annual Reports (as of 2/10/21 32 reports have been submitted for review).
- Answering lots of Annual Report questions.
- Conducted a new Annual Report Office Hours on Friday, Feb. 5, and about 8 directors attended.
- Organizing files and documents for Adjacent County Reimbursement.
- Attended regular SCLS Coordinator meetings.
- Attended Building Needs Assessment Workgroup meetings.
- Attended SCLS Foundation Board Meeting
- 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:
 - Attended Wild Wisconsin Winter Web Conference 2021
 - Working with several SCLS staff members to explore multiple options for virtual tools. This month I reported back on two tools: Miro and Sketchboard virtual whiteboards
- Inclusive Services:
 - Facilitated with Shawn Brommer SCLS' first Inclusive Services Check-in meeting with staff members from 5 member libraries
 - SCLS launched an Inclusive Services Listserv moderated by Shawn Brommer and I

- Along with Shawn Brommer and Svetha Hetzler, working with Sun Prairie on Inclusive Services. Will meet with Sun Prairie's board to discuss the Inclusive Services Assessment and Guide in March.
- Continuing work with Shawn Brommer and Rose Ziech on the Inclusive Services and Outreach Resources website
- Continuing work on IDEA (Inclusion Diversity Equity in Action) Project with Jean Anderson, Shawn Brommer, Leah Langby (IFLS), Sherry Machones (Northern Waters Library Service), Shauna Koszegi (Southwest Wisconsin Library System), Cole Zrostlik (Winding Rivers Library System)
- Attended web conference: Social Workers Confronting Racial Injustice organized by UW-Madison School of Social Work
- Assisted Shawn Brommer with compiling list of SCLS' Inclusive Services activities from 2020 for the System Annual Report
- LAWDS (Libraries Activating Workforce Development Skills) Project:
 - Module #4: Labor Market Information webinar is scheduled for February (two sessions: February 10 & 12)
- Workforce Development:
 - Submitted ALA Grow with Google Grant application to DPI on behalf of SCLS. The grant funding will be used to contribute to a statewide marketing effort to help direct job seekers and entrepreneurs to libraries.
 - Continuing work on relationship building with Portage Public Library and Columbia county area service providers
 - Started meeting regularly with the WDBSCW (Workforce Development Board of South Central Wisconsin) Business Services Workgroup to discuss services, including job fair planning

Rose

- Email & phone contacts: added SPF record for domain name (Monona), assisted patrons with contacting appropriate libraries to help with LINKcat issues (Madison), adjusted permissions on website editing account (Sun Prairie), recommended steps for archiving board meeting files (Cross Plains), suggested interpretation for Google Analytics report (Poynette), suggested Google Analytics and other reports for video statistics (Mount Horeb), reported Typepad site outage (North Freedom), advised on photo & logo changes on website for new building & Google Search Console notification (Belleville).
- Library websites:
 - Website redesign in progress for Monticello.
 - Small changes for website theme/config (Arpin, Baraboo, Black Earth, Madison, McFarland, Mount Horeb, Oregon, Sun Prairie, Verona).
 - Tested & implemented Drupal core updates (Drupal 7.78).
- Drupal 8/9 upgrade: continued project planning; completed PHP 7 testing & requested production implementation; troubleshooting/reporting issues related to PHP 7 upgrade.
- Committees: attended Discovery Interface Subcommittee meeting, drafted & sent Library Innovation Subcommittee meeting agenda, led Library Innovation Subcommittee meeting.

- LINKcat: updated LINKcat launcher script redirects, adjusted sandbox CSS to show Excess Fee Alert button, updated "blue bar" menu links across all LINKcat websites (Bibliovation discovery layer, LINKcat Help, Don't Miss Lists, LINKcat Newspapers).
- SCLS website: styling for Outreach & Inclusive Services Resources landing page, set up contact forms for new Board of Trustees members, updated categories for ILS Known Problems list.

Shawn

- Youth Services check in meeting held on 1/19, discussion themes include:
 - Performances and special programs - most libraries cutting back this year
 - Summer Library Program - most are using Beanstack and applying lessons learned in 2020.
 - Virtual programs aren't getting as many views as last year. People are worn out with streaming programs. Some librarians are posting very short videos and those are more popular.
- Dane Co. Library Director meeting on 1/29, discussion themes include:
 - Library staff members need to be early receivers of the vaccine.
 - Concerns about opening libraries.
 - Concerns about library staff members' mental and emotional health.
 - Concerns about the stressors of everyday life and how community members are coping with the pandemic - related to this is how they are treating and will treat library staff when buildings open again.
 - Distributing tax forms - what will this look like in 2021.
- Inclusive services
 - First Inclusive Services check in meeting held on 2/2 (with Mark J), discussion themes include:
 - Building diverse collections (to be the topic of the next meeting)
 - Some libraries are holding staff book discussions centered around themes of Black Lives Matter, dismantling racism, and social justice.
 - Reviewing and adapting policies for inclusive practices.
 - Recruiting diverse staff.
 - Mark Jochem, Rose Ziech, and I met to discuss the updated Inclusive Services web page
 - I am attending meetings to help plan the IDEA project (with Mark Jochem and Jean Anderson)
 - With Mark Jochem, working with Svetha Hetzler (Sun Prairie Public Library Director) to develop ways to work through the administration and governance section of the Inclusive Services Assessment Guide with the library board.
 - With Mark Jochem, completing the Services to Special Needs section of the 2020 Annual System report.
- Attended the 4-part statewide Compassionate Resilience facilitation training with Jean Anderson and Callie Armstrong & Kristen Huebner from the Marshall Public Library.
- Wrote a support letter for a community initiative for the Monona Public library. They are planning programs that will address white supremacy and dismantling racism and submitted a grant to the American Library Association requesting funding for this project.
- Working with Jean Anderson to help Middleton Public Library staff identify staff principles/values and a vision of service.
- I attended the virtual American Library Association conference.

- The annual Newbery, Caldecott, and other awards for youth literature were announced on January 25th. This year's award list is the most diverse and exciting one I've ever seen!
- I am serving on the SCLS in-house work group that is evaluating virtual tools, such as a virtual whiteboard and poll-making apps.
- Attended the February 9th Library Innovation Subcommittee meeting.
- I am helping Mark Ibach answer questions about programs and program attendance for public library annual reports.
- Regular meetings include:
 - Weekly check ins with Mark Ibach
 - Regular check ins to discuss inclusive services work with Mark Jochem
 - Bi-weekly staff meetings
 - Monthly meetings of the Dane County directors
 - Monthly meetings of the statewide youth and inclusive services liaisons from all WI Public Library Systems.

Tamara

- Uploading new materials from Poynette Area Public Library to CONTENTdm. The materials will be included with the March harvest to Recollection Wisconsin.
- Continued working 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.
- Listened to webinars about CONTENTdm, Digital Public Library of America (DPLA) and about various digitization topics.
- Was videotaped using the Indus BookScanner and talking about the digitization services SCLS provides and Recollection Wisconsin for a Library Stories video project that Vicki Teal is working on.
- Responded to emails and provided guidance to libraries that are interested in either starting new or with questions about ongoing projects.
- Continuing to test the equipment, workflow, and documentation for the Video Oral History Recording Kit.
- With Jody Hoesly, updated the Recollection Wisconsin dashboard. January 2021 had 33,512 item views, bringing the total item views (2015-January 2021) to 635,376.
- Took notes for the Library Innovation Subcommittee meeting.
- Beginning the planning phase of doing a collection for Recollection Wisconsin about the history of SCLS.