

## April 2021 Report for Board and AC

### Deb

- Continuing work with Hawthorne on carpet, paint, furniture layout. Looking for furniture for teen area and children's space. Working with them to do a new staff workroom layout.
- Continuing working with Pinney for carpet selection and seating fabrics. Looking for alternative flooring options and sourcing materials and upholsterers.
- Met with Cottage Grove Building Committee to discuss potential new library. I created some Space Needs assessments and general pricing for a new building for them to present to the Village Board.
- Selected new restroom counter material for Sequoya. Will be looking at paint for the space.
- Met with Columbus to look at reorganizing the adult collection. Designed a new layout for them. May need to match carpet and order a new table.
- Working with Lodi to find some flooring and paint options for hallway to meeting rooms and to add lounge furniture for the children's area.
- Looking for a table and rug for Plain's conference room and lounge furniture for the children's area. Presented them with options and general quotes.
- Looking for computer task chairs as well as other replacement chairs for Lakeview.
- Working with Sun Prairie to redo two study rooms into workforce development spaces. Looking for tables, chairs, and paint. Proving them with layout ideas and samples.
- Beginning to look at helping Brodhead rework their staff workroom.
- Went to the Rock Springs construction site to look at the space to confirm measurements. They have stud walls and the concrete floors are poured. Discussing circulation desk position, shelving areas, etc.
- Working on a multipurpose space at Adams. Doing layout and furniture selection. Will be updating furniture quotes and will also get some shelving quotes.
- Attended three Design webinars: "The Power of Place, New Next Workplace." "The Office as Ecosystem." "The Changing Face of Design and the Workforce." "How other Sectors of Design Can Influence Workplace Design." "THE SOUL OF DESIGN: FINDING HEALING THROUGH COLOR & PATTERN"; as well as several sustainable design programs.
- Worked on several graphic requests as they came in (Long Range Plan, signs, logo design, brochure design, Friend's newsletter, Summer Library Program, etc.) printed materials and laminating (storywalks & delivery labels).

### Jean

- **Webinars Hosted**
  - Great New Books for Birth - Grade 5, 63 attended, 135 registered
  - Budget Webinar Recording
  - CCBC Shorts, 33 attended, 62 registered
  - Thoughtfully Fit Balance: Communicate with Confidence workshop, 21 attended (30 registered)
  - Great New Books for Older Children & Teens, 65 attended, 149 registered
- **Meetings/Conferences Hosted/Attended**
  - Attended Amy Climer's Masterclass: 5 Pro Tips for Leading Virtual Meetings People Actually Want to Attend
  - Adult Services Checkin Meeting, 9 attendees

- LAWDS Meeting North Central Wisconsin region
- Library Innovation Subcommittee Preparation meeting for SCLS staff
- Weekly check-in meetings with Mark Ibach
- State Agency Librarians Meeting, 11 attendees
- All Directors Meeting
- Association for Talent Development - Madison Area Chapter Virtual Conference
- Bi-monthly SCLS Staff Meeting
- Monthly LAWDS call
- Monthly Continuing Education Consultant statewide meeting
- Attended the Blossom Conference
- Virtual Tools Discussion meeting
- Hosted the ILL Subcommittee Meeting
- PLSR (Public Library System Redesign) Learning Calendar Meeting
- Provided back-up to Tamara Ramski for the Oral History interview with Peter Hamon
- Monthly Ripple Projectly meeting
- Monthly Consultant Team Meeting
- Finished up OverDrive Support Course with all 12 students completing the course
- **Upcoming Webinars**
  - Met with Becky Spratford to discuss scheduling a webinar:
  - CCBC Shorts
  - Adult Take & Make Ideas for Your Library with Melissa Roelli (Mount Horeb) and Lindsey Ganz (Columbus)
  - Meet Your Partners: Workforce Resources
  - Library Social Workers: Are You Ready for Any Circumstance?
- **Trustee Training Week**
  - Scheduled for August 23 - 27
  - Contacting possible speakers and scheduling continues
- **Streamline for Success (LSTA 2021 project)**
  - Materials ordered, booklets printed, and distributed to participants
  - Rehearsal and sound check with presenters and co-organizers
  - Sessions 1 completed April 6 and 7 for 160 participants
- **IDEA Project (LSTA 2021-22 Project)**
  - Contacted presenters to let them know of the status of the project
  - Next meeting coming up in two weeks
- **Director Support & Certification**
  - Validated summations for three library directors
  - Processed WLA Memberships (the SCLS portion) for four library directors
  - Meeting set with Natalie Jones, new director at LaValle
- **Other projects/work/meetings**
  - Processed CE Grants for member libraries
  - Assisted member library staff with OverDrive Support questions
  - Consulted with member library about bystander intervention training
  - Soundcheck/webinar practice with presenters for upcoming webinars

## **Jody**

- Mapped total POR cardholders by Alder districts. This required joining Bibliovation patron addresses (latitude and longitude) with the [WI Municipal Wards \(July 2020\)](#) shapefile - filtered to the Alder Fips.
- Created a 2020 SCLS Highlights that included physical and digital borrowing, new and expanded services (during COVID), and programming
- Explored 2020 Overdrive hold analysis questions using the custom WPLC Overdrive dataset.
- Investigated LibPAS problem with total circulation.
- Compared March Circ Stats from multiple sources.
- Looking into options to pull holdings ISBN for Ingram collection diversity audit service.
- Refining custom extracts for language materials.
- Vacation March 12-26.

## **Mark I.**

- Continuing work to complete Adjacent County Reimbursement process. Preparing documents to post on Google Drive for County Clerks.
- Sent email to directors to confirm that 2021 payments were received by the March 1, 2021 deadline, and that the correct amounts were reimbursed. Followed up with several who didn't receive payments.
- New Canon Copier installed last Wednesday. Updated printer drivers and uploaded LINKcat bookmarks to copier for repeated printing.
- Columbia County Directors meeting on April 16.
- Attended Building Needs Assessment Workgroup meetings.
- Attended monthly Consultant Team meeting.
- Attended weekly Coordinators meetings.
- Met weekly with individual Consultant Team members.
- 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:
  - Serving on the Technology Solutions Architect hiring committee. Candidate selection and interviews are scheduled for the middle of the month.
- Inclusive Services:
  - Shawn Brommer and I provided the first of a series of trainings on Inclusive Governance to the Sun Prairie Board of Trustees
  - Inclusive Services Check-in meeting scheduled for this Thursday. Will introduce and collect feedback on the new Outreach and Inclusive Services Webpage
  - Webinar #2 in Social Work in the Library series, "Are you ready for any circumstance?" scheduled for April 28<sup>th</sup>

- Shawn and I will start reaching out to schools of social work to explore social work intern placements in member libraries
- LAWDS (Libraries Activating Workforce Development Skills) Project:
  - Resuming planning meetings with project partners at the regional level (workforce development staff and library systems) for the first training module (overview of workforce system and meet-n-greet)
    - North Central – (Adams, Wood, Portage) “Meet Your Partners: Workforce Resources (LAWDS)” scheduled April 27<sup>th</sup>
    - South Central – (Sauk, Dane, Columbia) held trainings last year, but our workforce partner in the region will record training sessions for libraries in the counties
    - South West – (Green) Met last week and agreed to have virtual meetings. Planning to meet again late-April and have training sessions Mid-May or June
- Workforce Development:
  - Working with WDBSCW (Workforce Development Board of South Central Wisconsin) Business services team on planning/promoting upcoming Drive-Thru Job Fair through flyers, library social media, and electronic signage
  - Continuing work with Portage and Area Service Providers (Newly formed Community Resource Network)
    - Working with Deb Haeffner on design pieces for the group: logo and information sheet
    - The group is working on several collaborative initiatives: informed referral process, dedicated laptop/space for people seeking assistance, and staff training on available resources
  - Working on a resource sheet for programs related to ARPA (American Rescue Plan Act)

## Rose

- Email & phone contacts: talked about website color changes (Spring Green), shared steps for soft return (Marshall), adjusted Google Analytics user access (Baraboo), shared video hosting suggestions (Poynette), shared contact info for interim director (Rock Springs), shared info about upcoming web server maintenance and special procedures to use while it occurs.
- Library websites:
  - Website redesign in progress for Monticello (theming & configuration).
  - Small changes for website theme/config (Mount Horeb, Oregon, Cross Plains, Sun Prairie, Arpin, Albany, Belleville, McFarland)
  - Restored website from backups to recover lost content (McFarland).
- Drupal 8/9 upgrade: continued migration testing with local test environment.
- Committees: attended Discovery Interface Subcommittee User Group, drafted & sent Library Innovation Subcommittee meeting agenda.
- LINKcat: updated logo for PAC and receipt templates (Belleville), reorganized LINKcat Help sidebar links, adjusted discovery layer JavaScript and CSS to rename My Account to My Dashboard, updated My Dashboard labeling on LINKcat Help & Don't Miss Lists.
- SCLS website: updated embedded map and links for SCLS member library map.
- TechBits post: [Internet speed test campaign extended through April 15.](#)

## Shawn

- Youth Services
  - I continue to host and facilitate monthly and as-needed check in meetings for youth services librarians.
  - I am supporting member library staff in their Summer Library Program planning efforts:
    - With Deb Haeffner, I am organizing graphic art offerings for the summer library program
    - With Heidi Moe, we are organizing incentive offerings (Pizza Hut coupons, petting farm coupons, etc.)
    - I am helping library staff connect with Beanstalk, the statewide app that allows summer library program participants to track their progress online
  - I continue to provide support for questions about youth collections, including inclusive collections, intellectual freedom, and weeding.
- Inclusive Services:
  - Mark Jochem and I provided the first of a series of trainings on Inclusive Governance to the Sun Prairie Board of Trustees
  - Inclusive Services Check-in meeting scheduled for this Thursday. Discussion topic is inclusive collections and the potential roles social work student interns could play in public libraries.
    - Mark J and I will start reaching out to schools of social work to explore social work intern placements in member libraries
  - With Mark Jochem and Jean Anderson, I am helping plan the statewide IDEA continuing education program
  - Webinar #2 in Social Work in the Library series, “Are you ready for any circumstance?” scheduled for April 28<sup>th</sup>

## Tamara

- Uploading new materials to CONTENTdm for Jane Morgan Memorial Library (Cambria), Angie W. Cox Public Library (Pardeeville), and Kilbourn Public Library (Wisconsin Dells).
- Responded to emails and provided guidance to libraries that are interested in either starting new or resuming ongoing digitization projects.
- Had a meeting (using Zoom) with Joan Foster from Angie W. Cox Public Library (Pardeeville).
- Finished putting the Video Oral History Recording Kit together. Tracie Miller is going to test the kit before it is offered to libraries.
- Listened to the monthly CONTENTdm webinar.
- With Jean Anderson, recorded an oral history interview (using Zoom) with Peter Hamon (former SCLS Director). The interview will be uploaded to a SCLS collection in Recollection Wisconsin later this year.
- With Jody Hoesly, updated the Recollection Wisconsin data dashboard with March data.
- Received a scanning kit back from Ruth Culver Community Library (Prairie du Sac). Checked the kit in and updated the laptop.
- Scanned a book for Kilbourn Public Library (Wisconsin Dells) on the Indus BookScanner.

- Sent the VHS recording kit to Reedsburg Public Library.
- Attended (remotely) a Thoughtfully Fit webinar.
- Took notes for the March All Director's meeting break-out sessions.