

June 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 Verona on future carpeting project. Provided additional samples and did a carpet plan for quotes. Waiting for quotes for display shelving.
- Getting quotes for a sign for Prairie du Sac.
- Updating quotes for children's lounge furniture for Ashman library and coordinating display install.
- Looking for fabric options for lounge furniture for Plain.
- 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. Got a quote for end of range shelving. Ordered carpet samples. I need to get a quote for tables.
- Working with Lodi to add lounge furniture for children's area.
- Working on Brodhead's rework their staff workroom. Sent them layout and elevations. Got quotes and am working through details of layout and specs.
- Continuing to work with Rock Springs to specify shelving and office furniture.
- Furniture and shelving ordered for Adams.
- Webinars: Designing Under the Influence - The Impact of Media on Design; Living Architecture: How Tech & Interactivity are Breathing Life Into Transformative Interiors; Experiences at Work: Spaces That Inspire and Unite; The Race to Drive Experience for Employees
- Worked on several graphic requests as they came in (signs, logo design, brochure design, etc.) printed materials and laminating (storywalks & signs).
- Continuing to work on Summer Library Program flyers and graphic activity sheets, bookmarks, etc.
- Working with Portage library and Mark J. to create logo and materials. For the "Community Workforce & Services Connection."

Jean

- **Webinars Hosted**
 - CCBC Shorts with 20 people attending, 56 registered
 - Southwest Connections with 22 people attending, 36 registered
- **Meetings/Conferences Hosted/Attended**
 - Adult Services Check-in Meeting
 - PLSR (Public Library System Redesign) Learning Calendar Meeting
 - Attended monthly Library Innovation Subcommittee staff meeting
 - Attended a Bystander Intervention Training from Hollaback!
 - Hosted the State Agency Librarians Meeting
 - Hosted the All Directors Meeting
 - Attended bi-monthly SCLS Staff meetings
 - Attended the monthly Continuing Education Consultant meeting
 - Met with Mark Ibach for our weekly check in meetings
 - Attended 3 webinars from WBECS (World Business and Executive Coach Summit)
 - Attended the monthly Ripple Project meeting

- Met with Julie Enloe, Laurie Freund, Mark Jochem, and Joy Schwarz as part of our quarterly Workforce Development meetings
- Attended the monthly SCLS Consultant Team Meeting
- Attended and took minutes for the Library Innovation Subcommittee Meeting
- Hosted the Director Check-in Meeting
- Met with Jocelyne Sansing, Director of the Middleton Public Library, and Shawn Brommer to resume work on the Values project
- **Upcoming Webinars/CEs**
 - ILL/OLL Basics
 - OverDrive Support Course starts June 21
- **Trustee Training Week**
 - Finalized the titles and descriptions of the webinars and opened registration
- **IDEA Project (LSTA 2021-22 Project)**
 - Attended monthly project meeting
- **Director Support & Certification**
 - Answered certification questions from directors
 - Met with Bailey Anderson, the new director of the Black Earth Public Library, for her New Director Orientation
 - Connected new directors with mentors for their first year as directors
 - Consulted with a couple of directors about their upcoming certification renewals
- **Other projects/work/meetings**
 - Met with Shawn to discuss Youth Services Continuing Education opportunities for the rest of 2021
 - Tested Zoom with Tamara Ramski for an Oral History interview
 - Met with Mark Jochem and Shawn Brommer to discuss the Social Work webinar
 - Conducted sound checks for Southwest Connections webinar
 - Processed CE Grants for
 - Ordered items for the Professional Collection
 - Weeded items from the Professional Collection
 - Answered a few OverDrive Support questions from member libraries
 - Updated the statistics for the CCBC (Cooperative Children's Book Center) webinars hosted by SCLS
 - Consulted with member library on Outerlibrary Loan questions

Jody

- Developed a custom pstat shapefile using QGIS. Creating a flow to combine 2020 pstats so they align with corresponding geography.
- Attended Census webinar, Using Census Data to Power Your Visualizations. Learned that they added County Subdivisions (city, towns, villages) to their [Census API Extract Creator](#).
- Met with Lucas Schneider, MPL Data and Events Assistant, about Tableau dashboard design techniques and data prep strategies.
- Met with Tim Drexler, to share ideas for improving his Tableau Delivery dashboards.

- Met with Heidi Fredrick, State Data Coordinator for Utah State Library, to discuss SCLS workflows for database and annual report data dashboards.
- Met with Lindsey Ganz, Columbus Library Director, to review monthly stats for her Library Board. Followed up with a revised data visualization template, along with data management recommendations.
- Reviewed data needed to make a current version of [MPL-Registered Borrowers with Fines](#) dashboard: (w/Cindy Weber).
- Prepared social work and serving homeless visuals (w/Shawn Brommer & Mark Jochem).
- Revised the [Circulation Times](#) dashboard to use a different dataset so that there could be a filter for issues, renewals, and years.
- Investigated potential issues with Novelist statistics. When Novelist Plus and Novelist (Badgerlink) were combined, the results were good.
- Attended Braver Angels Skills for Bridging the Divide Workshop.
- Facilitated the SCLS Database Team and Scripting & Report Team meetings.

Mark I.

- Attended June Library Innovation Subcommittee meeting.
- Wrangling last Adjacent County reimbursement claim form confirmation sheet.
- Addressed some needed changes to a library annual report with Michael Dennison at the DLT. Updated the library's adjacent county reimbursement claim forms and re-submitted to the appropriate county clerks.
- Attended 6/7/21 Director virtual discussion about SCLS Tech, ILS & Delivery fees.
- Working with Marty & Kerrie on the 2022 SCLS Consultant Team budget.
- Attended May All Directors meeting and presented an update on 2022 service considerations.
- Conducted 2021 Annual Report Timeline planning meeting with other SCLS staff.
- Prepared and presented information to the SCLS Board of Trustees about the Consultant Team and the services and resources members provide to member libraries.
- Attended Sauk County Library Board and Directors meetings for Marty.
- Helped cut/trim a variety of SLP promotional materials for member libraries.
- Attended Green County Directors meeting
- Posted Spring SCLS Foundation newsletter.
- Posted June 2021 edition of Trustee Update newsletter.
- Editing updated draft of Cornerstone fundraising letter in preparation for mailing to donors.
- 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:

- Registered for the ALA Annual Conference – to be held virtually from June 23 – 29th
- Launched this year’s WLA Annual Conference: Call for Proposals
- Scheduled Baraboo’s Annual Library Visit for June 11, 2021
- Inclusive Services:
 - Continued work with Shawn on inclusivity topics for the Sun Prairie’s Board of Trustees
 - Shawn and I are meeting with a field placement coordinator in UW-Stevens Point Department of Sociology and Social Work to discuss field placements at member libraries.
 - Scheduled an inclusive services check-in meeting with member libraries for June 22nd
- LAWDS (Libraries Activating Workforce Development Skills) Project:
 - Helped plan and participated in “Southwest Connections – Workforce Development and Public Libraries.” This is training module 1 for the LAWDS Project (Workforce Development Board Roles and Responsibilities) and the final one delivered to the SCLS member library regions.
 - LAWDS Module 1 for the Workforce Development Board of South Central Wisconsin covering areas of Sauk, Columbia, and Dane counties was delivered in-person in 2020, it will soon be recorded and made available for future use.
 - Working with the statewide Marketing Cohort to “revamp” the LAWDS Project webpage on DPI’s Public Library Development section: <https://dpi.wi.gov/pld/lawds>
 - Wrote a guest post for *WI Libraries are for Everyone* blog highlighting library system and statewide resources for job seekers in response to changes in the state’s work search requirement for UI: <https://dpi.wi.gov/wilibrariesforeveryone/changes-claiming-wi-unemployment-insurance-part-1>
- Workforce Development:
 - Sent out workforce development event notifications to member libraries, including: Virtual Job Fairs, Drive-Thru Job Fairs, and other events
 - Continuing work with Chris (POR) and Deb on design elements for the Community Workforce and Services Connection (Formerly, Community Resource Network). Continuing work to develop a “flow-chart” type document to assist patrons to connect to area service agencies based on needs.
 - Met (along with Jean Anderson) with Julie Enloe (Workforce Development Board of South Central Wisconsin) and library system staff from Monarch Library System, Bridges Library System, and Winnefox Library System to discuss workforce development topics in our shared region.

Rose

- Email & phone contacts: discussed domain name change (Baraboo), assisted with form settings (Cross Plains), assisted patron with contacting appropriate library for purchasing recommendation, provided info about putting info on homepage (Oregon, Waunakee), shared info about website editing accounts & then added/removed accounts as needed (Portage County), invited new staff member for staff blog account (Stoughton).
- Library websites:
 - New website preparation & go-live for Monticello.
 - Verified website for Google Search Console, requested removal of outdated summer reading program information in search results, and added redirects (Baraboo).
 - New domain name purchase & planning (Baraboo).

- Drupal 8/9 upgrade: continued project planning, migration testing.
- Committees: drafted & sent Library Innovation Subcommittee meeting agenda, led Library Innovation Subcommittee, reviewed & posted minutes, prepared materials for Library Innovation Subcommittee visiting libraries project.
- LINKcat: adjusted discovery layer JavaScript to display MARC 521 subfield indicators and 599 field codes properly; tested, implemented & documented accessible slideshow with pause button.
- SCLS website: added styling and HTML for email directory usability improvements, discussed Libraries Bounce Back page, set up staff page and website editing account for new employee.

Shawn

Youth Services

- I was asked to serve on Madison Public Library's youth services book award committee - books by young writers
- Working with Jean Anderson to identify Fall 2021 workshop and webinar topics and presenters.
- Answering questions about Beanstack (the online Summer Library Program software that helps libraries register participants for the summer library program) and helping libraries w/last-minute Summer plans
 - We received a last-minute incentive offer from the WI Historical Society - passes for 2 historical sites, adult purchase required

Inclusive Services

- Attended several great webinars about inclusive services, hiring practices, and building diverse collections.
 - I'm looking forward to attending the online American Library Association annual conference later this month.
- With Mark Jochem:
 - Meeting with UWSP School of Social Work Field Placement officer to identify ways that SCLS can serve as a host organization for a School of Social Work intern who would work with a cohort of libraries.
 - Continuing to work with the Director and Board of the Sun Prairie Public Library on their project to examine their by-laws and policies for Equity, Diversity, and Inclusion.
 - Planning the June Inclusive Services check-in meeting.
 - Mark, Jean Anderson, and I are serving on the statewide IDEA planning team

Planning assistance

- Finished the Lodi Public Library's strategic plan - the Director and Board are currently reviewing the draft before we share it with Deb Haeffner for the final design and graphics stage.
- Jean Anderson and I are working with the Director at the Middleton Library to help develop service visions and staff values.

Tamara

- Finished uploading materials to CONTENTdm for the June harvest to Recollection Wisconsin. New materials from the Jane Morgan Memorial Library (Cambria), Angie W. Cox Public Library (Pardeeville),

Poynette Area Public Library and Kilbourn Public Library (Wisconsin Dells) will be included with the harvest.

- Responded to emails and provided guidance to libraries working on digitization projects.
- Troubleshooting equipment and software problems with the VHS Recording Kit.
- Attended (virtually) the Digital Public Library of America (DPLA) Members Meeting.
- Attended (virtually) the Midwest Archives Conference.
- Listened to a webinar titled "Emerging Metadata Standards and Practices."
- Recorded an oral history interview (using Zoom) with Shawn Brommer and Peter Hamon.
- Participated in a meeting with Vicki Teal Lovely, Mark Ibach, and Emily Pfothenhauer (from WiLS) and Jennifer Chamberlain (from WiLS) about a DPI grant proposal (that was submitted by Vicki) requesting funding to help support the Digitization Back-up Project.
- With Jody Hoesly, updated the Recollection Wisconsin data dashboard. Through May 2021, SCLS member libraries' collections have been viewed 752,197 times. There are 6,762 records (totaling 67,780 files/pages) in Recollection Wisconsin from SCLS member libraries.
- Attended (virtually) the Library Innovation Subcommittee meeting.