

July 2021 Report for Board and AC

Deb

- Updating quotes for children's lounge furniture for Ashman library and coordinating display install.
- Met with Hawthorne to discuss furniture needs for office, teen and adult areas. Getting quotes for those items and getting fabric samples. Will meet and discuss budget and options.
- Looking for fabric options for lounge furniture for Plain.
- Getting a quote for tables and lounge chairs for Columbus.
- Looking for mobile furniture and shelving options for Mt. Horeb.
- Looking for outdoor lounge furniture for Pinney.
- Getting updated quotes for lounge chairs for Monona.
- 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. Working through final details and finish selections before ordering.
- Webinars: Design Connections Virtual Event; Designing for Distance
- Virtual meeting with a fabric rep.
- Worked on several graphic requests as they came in (signs, logo design, Strategic Plan layout; brochure design, etc.) printed materials and laminating (storywalks & signs).
- Working with Portage library and Mark J. to create logo and materials. For the "Community Workforce & Services Connection." Sent them layout for informational sheets for committee input.

Jean

- **Webinars hosted**
 - ILL and OLL Basics for 10 staff members (21 registered)
 - OverDrive Support Course for 10 staff members (9 actively participating)
 - Recorded webinars with Robin Bradford and Becky Spratford for the Actively Anti-Racist Library Service to Leisure Readers
 - These two webinars are intended to be viewed before the live discussion with Becky and Robin on September 30, 2021
- **Meetings/Conferences Hosted/Attended**
 - Attended the Lake Superior Library Symposium
 - Attended the Library 2.021 Conference
 - Attended the monthly Continuing Education Consultant meeting
 - Attended the American Library Association Virtual Conference
 - Attended the bi-monthly SCLS staff meetings
 - Worked on voting forms for upcoming All Director Meeting
- **Upcoming Webinars/CEs**
 - Job Center Resources - Dane County
 - Trustee Training Week - August 23 - 27
 - Roll the Dice: Bringing TTRPGs to Your Library
 - Tech Days, September 15 -16
 - Actively Anti-Racist Library Service to Leisure Readers, September 30

- **Trustee Training Week, Wild Wisconsin, and Tech Days**
 - Met with Leah Langby and Jamie Matczak to check in for Wild Wisconsin
 - Scheduled Sound Checks with speakers for Trustee Training Week
 - Set up the webinar that SCLS is hosting for Tech Days
- **IDEA Project (LSTA 021-22 Project)**
 - Attended monthly meeting
 - Attended meeting with DEI consultant
- **Director Support & Certification**
 - Met with Becky Anderson, the new director of Rock Springs Public Library, for her new director orientation
 - Validated Annual Summations for one library director and checked in on other upcoming certifications
 - Processed WLA memberships for new library directors
 - Processed CE Grants for one member library
- **Calendar/Event Replacement Project**
 - Met with Kerri Hilbelink to begin looking at possible replacements for our current calendar and event registration software
 - Attended demos from three possible vendors
- **Other projects/work/meetings**
 - Attended the Professional Learning Calendar project meeting
 - This is a state-wide calendar systems are working with DPI on creating
 - Met with Shauna Koszegi from Southwest Library System to talk about the OverDrive Support course
 - Attended the monthly Ripple Project meeting
 - Answered OverDrive questions from member library staff
 - Met with Tom Teska, the new SCLS staff member, as part of their orientation on Continuing Education and Certification
 - Met with Anne Moser and Shawn Brommer to discuss the Youth Programming Workshop
 - Set up meeting with Marshfield and Portage County to talk about ILL after migrating to LINKcat
 - Sent out Top 5 emails while Mark Ibach is on vacation
 - Updated library names in OverDrive and Libby
 - Working with Joy Schwarz from Winnefox, SCLS is participating in the group registration for Equity in Action course
 - Answered database statistics questions with the help of Jody Hoesly
 - Facilitated access to the Ryan Dowd Homeless Library training for member library staff

Jody

- Validating data for a custom pstat map which will allow analyzing materials used by library and/or collection code groups. Developed custom collection code groups.
- Met with Jenna Assmus at Monona to identify questions to explore for analyzing Spanish collections. Developing a workflow that includes a custom extract to pull Spanish items and connect them with circulation data by collection code and library.
- Continue supporting the MPL data team with custom data requests.
- Updated monthly dashboards, including the Badgerlink dashboard which is only updated twice a year.

- Modified dashboards to update library name changes.
- Continue co-leading and participating in the Scripting and Reports team meetings and initiatives.
- Out of the office - June 28-July 2, July 8, 9, 12.

Mark I.

- Vacation July 6-16.
- Attended Jefferson County meeting to talk about revisions to the county's circulation reimbursement formula.
- Attended several meetings of the Statewide Marketing cohort to discuss education and publicity efforts around Library Marketing Plans. Also exploring possible library grants to help develop marketing plans.
- Attended Green County Directors and Library Board meetings.
- Began preparing documentation for County Library Tax exemption calculations (finalized in August when state valuation data become available).
- Attended meeting with UW-Stevens Point staff to begin talking about social work internship project with SCLS member libraries.
- Began preparing SCLS population calculation spreadsheet (finalized in October when state population data become available).
- Conducted Black Earth New Director Orientation.
- Finalized work on Adjacent County Reimbursement claim forms. Edited 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:
 - Attended ALA Virtual Conference live and on-demand sessions. Attended sessions on EDI (Equity, Diversity, and Inclusion); workforce and economic development; information access; government information; and mis- and disinformation. I also attended excellent talks from Amanda Gorman about her book Change Sings and a closing discussion with President Barack Obama
 - Continued work with the 2021 WLA Conference Programming Committee
- Inclusive Services:
 - With Shawn Brommer, hosted a great discussion at the June Inclusive Services check-in meeting. Topics included: social work interns, ways to address groups inclusively, LGBTQ+ Pride Month displays and activities, and gender inclusive library card applications

- With Shawn Brommer, continued work with Sun Prairie's Board of Trustees on inclusivity. I created a resource document with language translation and interpretation services and pulled together examples of EDI committee documents from other libraries
- Facilitated a WLA Inclusive Services SIG (Special Interest Group) where we discussed member projects including a statewide survey of library staff, EDI statements in libraries, and shared ideas and resources for inclusive services
- With Shawn Brommer and Mark Ibach, met with the Field Placement Coordinator for the social work program at UW-Stevens Point to discuss social work intern placements at member libraries coordinated by SCLS.
- Will be meeting with UW-Madison's social work program Field Placement Coordinator, also with Shawn Brommer and Mark Ibach, to discuss social work intern placements in SCLS member libraries.
- LAWDS (Libraries Activating Workforce Development Skills):
 - Attended the monthly LAWDS meeting
 - Module 1: Workforce Development Board Roles and Responsibilities is scheduled for July 22nd, 2021. Julie Enloe, One-Stop Operator for the Workforce Development Board of South Central Wisconsin (WDBSCW) will be presenting.
- Workforce Development:
 - Continued work with Chris Baker at POR and area service providers on collaborative workforce development and social service referrals and projects.
 - Connected member libraries with Tracy Carbonara of WorkSmart Network (career planning provider of the WDBSCW) to establish workforce development document drop-off and pick-up services at member libraries
 - Brainstormed, with Vicki Teal Lovely, on ways an editable .pdf software (funded through American Relief Plan Act [ARPA]) could help job seekers and their families.

Rose

- Email & phone contacts: troubleshooting error message related to website LINKcat search (Lodi), discussed website changes (Pardeeville), shared info about website editing accounts & then added/removed accounts as needed (Portage), shared documentation about linking to uploaded files (Poynette), assisted patron with contacting appropriate library for book club resources.
- Library websites:
 - Website theme/config changes (Columbus, Portage, Portage County, Cross Plains, Deerfield).
 - New domain name purchase & planning, moved website to new domain name (Baraboo).
 - Backed up Wisconsin Libraries Transform site database, files, and HTML version.
 - Trained 1 staff person for website maintenance via video-conference (LaValle).
 - Moved website to new domain name and assisted with other name-change related cleanup (Baraboo).
- Drupal 8/9 upgrade: continued project planning, migration and configuration testing.
- Committees: coordinated Library Innovation Subcommittee members sharing information and resources for visiting libraries project.

- LINKcat: adjusted Discovery Layer settings to include Rio branding, set up customizations for future MFD branding, set up alternate server location to keep LINKcat images & stylesheets online during server maintenance.
- SCLS website: updated front page and directory to reflect Rio joining LINKcat, notified form notification recipients about email notifications not sent by FormAssembly, tested replacement RSS-to-email services, migrated blog email subscriptions from FeedBurner to a different RSS-to-email service (Mailchimp).

Shawn

- Strategic Planning
 - Created 2-page summary of Lodi Public Library's Strategic Plan
 - Met with Deb Haeffner to discuss the final design of Lodi's strategic plan document - Deb created a beautiful final design!!
 - Met with Martha Van Pelt to discuss ways that I could assist with the SCLS 2022 - 2024 Strategic Plan.
- Surveys that I created, analyzed, and summarized:
 - 2021 Member Libraries Survey for the 2022 - 2024 SCLS Strategic Plan
 - Fall 2021 Return to in-person programming Survey for youth services librarians
- Youth Services
 - Facilitated virtual check-in meeting for youth services librarians
 - Assisted library staff with summer library program plans
 - Answered questions about collection development
 - Answered questions about in-person, virtual, and outdoor programs
 - Provided information about hiring of new youth services librarians
- Inclusive Services
 - With Mark Jochem, working with the Board of the Sun Prairie Public Library to ensure that board policies, by-laws, and practices are inclusive.
 - With Mark Jochem, co-facilitated a virtual inclusive services check-in meeting for member library staff.
 - With Mark Jochem and Jean Anderson, serving on the statewide IDEA planning committee.
 - With Mark Jochem, attended the Inclusive Services Special Interest Group meeting of the WI Library Association.
 - With Mark Jochem and Mark Ibach, met with the Field Placement Officer of the School of Social Work at UW-Stevens Point to discuss potential social work intern project.
 - Answered member library questions regarding inclusive library displays.
 - Facilitated a discussion w/youth services librarians regarding inclusive library collections.
- Webinars and professional development:
 - I attended the virtual American Library Association conference and participated in sessions that addressed inclusive services, diverse collection building, youth services programming, strategic planning, and leadership development. I also attended publishers' presentations and learned about new books that will be published this fall.
 - Homelessness and Children in Public Libraries webinar.
 - Informational webinar regarding grants that are available from the WI Humanities Council.

- Attended weekly check-in meetings with Mark Ibach, bi-monthly all SCLS staff meetings, monthly consultant team meetings and other check-in meetings with colleagues to discuss projects.

Tamara

- Uploaded materials to CONTENTdm for the Portage County Public Library (a collection of yearbooks for the Almond-Bancroft High School) and Ruth Culver Community Library (Prairie du Sac).
- Installed an updated version of the CONTENTdm Project Client software. The update includes a new optical character recognition (OCR) engine, support for larger images, and faster bulk processing capabilities.
- Responded to emails and provided guidance to library staff working on digitization projects.
- With Jody Hoesly, updated the Recollection Wisconsin data dashboard. Through June 2021, items from SCLS member libraries' collections have had 779,704 views. There are 6,786 records (totaling 69,634 files/pages) in Recollection Wisconsin from SCLS member libraries.
- Scanned materials on the Indus BookScanner for Lester Public Library of Arpin.
- Met (virtually) with James at Lester Public Library of Arpin on creating metadata in a Google Sheets metadata template.
- Met (virtually) with Tom Teska to talk about the digitization services SCLS provides to member libraries.
- With Craig Ellefson, met (virtually) with Biz Gallo, the new Head of Digitization Initiatives for the State Library of Michigan. We provided her with information about the services SCLS offers to support local history digitization projects and details on creating and making digitization kits available.
- Watched recorded sessions from a Recollection Wisconsin Digital Readiness Fair and from the Midwest Archives Conference.