

## August 2021 Report for Board and AC

### Deb

- Looked for outdoor furniture options for Pinney.
- Met with Pardeeville and discussed possible ways to rework and add staff work area. Getting office furniture quote. (and designing a new library logo)
- Met with Hawthorne to discuss furniture needs for office, teen and adult areas. Got quotes for those items and fabric samples. Met to discuss the budget and selections and got final quotes. We finalized paint choices and I provided a paint plan.
- Getting a quote for tables and lounge chairs for Columbus. Will meet to look at fabric and laminate options.
- Looking for mobile furniture and shelving options for Mt. Horeb. Have sent table and chair quotes. Looking at finish options.
- Met with Meadowridge about paint options. Have ordered paint sample sheets and doing mockups of the new paint options. Will meet this week to look at swatches and mockups for color placement.
- Getting updated quotes for lounge chairs for Monona. Looking into signage ideas for their collections and areas.
- Working with Lodi to add lounge furniture for children's area. Updated fabric choices and getting new quotes. Looked at reorganizing some areas for better use.
- Working on Brodhead's rework of 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. Sending laminate samples for countertops.
- Attended the virtual American Society for Interior Designers conference this week.
- § Worked on several graphic requests as they came in (signs, logo design, Strategic Plan layout; brochure design, etc.) printed materials and laminating (storywalks & signs). Finished logo and information sheets for the "Portage Area Workforce & Services Connection."

### Jean

- **Webinars hosted**
  - Job Center Resources - Dane County
- **Meetings/Conferences hosted/Attended**
  - Hosted the July All Directors meeting
  - Attended the July Wood County Library Board meeting
  - Attended the monthly Consultant Team and Library Innovation Subcommittee Staff meetings
  - Attended the bi-monthly SCLS Staff meetings
  - Met with Interlibrary Loan staff from the Everett Roehl Marshfield Public Library and Madison Public Library in advance of their migration to Bibliovation
  - Attended the monthly statewide Continuing Education (CE) Consultant meeting
  - Attended monthly Ripple Project Meeting
  - Attended OverDrive's online user conference, Digipalooza from August 3 - 5
  - Attended the Wisconsin Public Library Consortium as Martha Van Pelt's proxy
  - Attended the Library Innovation Subcommittee meeting
  - Hosted the State Agency Librarians Monthly meeting

- **Upcoming Webinars/CEs**
  - Roll the Dice: Bringing TTRPGs to Your Library
  - Trustee Training Week, August 23 - 27
  - Tech Days: September 15 -16
  - CCBC Shorts, September 22
  - Actively Anti-Racist Library Service to Leisure Readers: a Discussion, September 30
  - The Nuts & Bolts of Social Work Internship, October 6 (registration not open yet)
- **Statewide Events: Trustee Training Week, Wild Wisconsin, Tech Days**
  - Met with potential speakers for Small Libraries track
  - Conducting sound checks with Trustee Training Week speakers
- **IDEA Project (LSTA 2021-22 project)**
  - Met with project team and decided on a consultant
  - Project should start moving forward more quickly
- **Director Support & Certification**
  - Validated Certification Summations for directors
  - Processed CE Grants for 3 member library staff
- **Calendar/Event Replacement Project**
  - Met with Erin Williams Hart from Sun Prairie about their experience with LibraryMarket
  - Met with Local Hop development team to talk about our needs in a calendar/event product
  - Met with Ben Bizzle from LibraryMarket for a demo of Library Calendar
- **Other projects/work/meetings**
  - Vacation July 28 - 30
  - Met with Cindy Fesemyer, DPI, about various LSTA and other library projects
  - Working with Joy Schwarz, Winnefox Library System, to offer group registration to the Equity in Action course. To date, 30 SCLS member library staff members have registered
  - Scheduled library visits with three libraries - Plain, Middleton, and Wyocena
  - Completed the OverDrive Support Course
  - Answered several OverDrive support questions from member libraries
  - Consulted with Everett Roehl Marshfield Public Library Interlibrary Loan (ILL) Staff about the costs related to ILL service
  - Answered member library staff questions about ILL and/or referred them to Madison when needed
  - Answered a couple of database subscription process questions
  - Worked on a new scholarship opportunity for member library staff with the new LSTA CE funding. Currently waiting for official notification from DPI before posting the application form.
  - Updated Continuing Education related information in the System Annual Plan
  - Completed the evaluation process for the Streamline for Success LSTA project

## **Jody**

- Completed visuals comparing 2021 Member Library Quality Standards Survey to 2018 results.
- Continue co-leading and participating in the Scripting and Reports team meetings and initiatives.
  - Continue checking and reporting any issues with access to Bibliovation data.

- Requested library access to monthly extracts. This will include reviewing and possibly writing a data use policy.
- Published a draft dashboard of Spanish Language Materials showing which libraries have various collection groups, and whether they have been used in the last 2 years:  
<https://public.tableau.com/app/profile/scls/viz/SpanishLanguageMaterialsJuly2021/Items>
- Published a draft dashboard of Spanish Language Materials dashboard showing where collection groups were used in 2020:  
<https://public.tableau.com/app/profile/scls/viz/2020CollectionUsage/2020CIRCBUsage>
- Met with the MPL data team to discuss reorganization of their data teams.
- Prepping data to update dashboards that use annual report data.
- Out of the office - July 12-16, July 23-27.

### **Mark I.**

- Orientation for new SUN Library Board members on Aug. 12
- Preparing documents for County Library Tax Exemption calculations.
- Participated in discussions about project for social work interns at libraries.
- Scheduled 2021 Library Visits
- Attended Statewide Marketing Cohort Meeting for discussions about Library Marketing Plan webinar and mini-grant project.
- 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: Met with 2021 WLA Annual Conference Programming Committee. The deadline to submit program proposals was extended to August 12<sup>th</sup>, 2021. Planning to meet with the whole conference committee onsite at the KI Convention Center in Green Bay at the end of August
- Inclusive Services:
  - W/ Shawn Brommer and Mark Ibach - met with UW-Madison's school of SW field placement coordinator. Planning is underway to bring member libraries into the discussion soon.
  - Provided update at Statewide Inclusive Services meeting on behalf of SCLS.
  - W/ Shawn Brommer scheduled the next Inclusive Services Check-in meeting for August 11th
  - W/ Shawn Brommer, Jean Anderson, and the IDEA Project team - continued work on the project
- LAWDS (Libraries Activating Workforce Development Skills) Project:

- Module 1) Workforce Development Board Roles and Responsibilities delivered to Dane County on July 22nd.
- Wrote [Online Update](#) article for member libraries highlighting access all Module 1 recordings
- Continuing to provide input on LAWDS website
- Attended LAWDS Project meeting
- Workforce Development:
  - Continuing work with Chris Baker at Portage Public Library on Portage Area Workforce & Service Connection collaboration.
  - Sent out workforce development and wraparound program information to member libraries, including rental assistance programs.
  - Currently updating COVID-19 related assistance program resources, and job resources on the [Resources for Job Seekers](#) page.

## Rose

- Out of office 1 week.
- Email & phone contacts: added website editing account (WI Rapids), troubleshooting security warning (Lodi), provided explanation of annual report website statistics (Sun Prairie).
- Library websites:
  - Website theme/config changes (McFarland, Lodi, Baraboo Vesper).
  - Assisted with Mailchimp setup (Rome).
  - Tested & implemented Drupal core & module updates.
- Drupal 8/9 upgrade: continued project planning, migration and configuration testing.
- Committees: attended Discovery Interface Subcommittee meeting, drafted & sent Library Innovation Subcommittee agenda, led Library Innovation Subcommittee meeting.
- LINKcat: identified & reported broken link on LINKcat fees website.
- SCLS website: completed migrating blog email subscriptions from FeedBurner to a different RSS-to-email service (Mailchimp).

## Shawn

- Vacation July 28 - August 3
- Inclusive Services:
  - W/Mark Jochem and Mark Ibach - met with UW-Madison's school of SW field placement coordinator. Planning is underway to bring member libraries into the discussion soon.
  - W/ Mark Jochem scheduled the next Inclusive Services Check-in meeting for August 11th
  - W/ Mark Jochem, Jean Anderson, and the IDEA Project team - continued work on the project

- w/ Mark Jochem, continued to work with Svetha Hetzer, director of the Sun Prairie Public Library, to identify next steps for working with the Library Board on their assessment for inclusive practice in library policies
- 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 new youth services librarians
  - With Jean Anderson, met with presenters for upcoming webinars and workshops for youth services librarians
- Assisted with completion of the SCLS 2022 Annual Plan
- 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**

- Uploading materials to CONTENTdm for Verona Public Library, Ruth Culver Memorial Library (Prairie du Sac), Poynette Area Public Library, Lester Public Library of Arpin, and Angie W. Cox Public Library (Prairie du Sac). The materials will be included with the September harvest to Recollection Wisconsin.
- With assistance from Nick Oldenburg and OCLC (CONTENTdm) Support, spent time troubleshooting issues with the new version of CONTENTdm.
- Responded to emails and provided guidance to library staff working on digitization projects.
- With Jody Hoesly, updated the Recollection Wisconsin data dashboard. Through July 2021, items from SCLS member libraries' collections have had 804,121 views. There are 6828 records (totaling 69,727 files/pages) in Recollection Wisconsin from SCLS member libraries.
- Provided training (virtually) to Mark from Verona Public Library on creating metadata in a Google Sheets metadata template.
- Took notes for the Library Innovation Subcommittee meeting.