

## September 2021 Report for Board and AC

### Deb

- Sent Pardeeville new staff office layout and furniture quote. Still working on designing a new library logo
- Met with Fitchburg to discuss new materials shelving. Working with a couple different shelving companies to get quotes for those units.
- Looking for board book storage ideas for Madison Public locations.
- Finalized Hawthorne furniture quotes and submitted for approval and hopefully to order. We finalized paint choices and provided paint plan.
- Finalized fabric and finishes for new chairs and tables for Columbus. Updated quotes and they are being ordered. Still working on finalizing carpet quote and reorganizing timeline.
- Looking for mobile furniture and shelving options for Mt. Horeb. Have sent table and chair quotes. Have placed some orders.
- Met with Meadowridge about paint options. Have ordered paint sample sheets and doing mockups of the new paint options. Met with them to finalize paint layout. Am working on the plan for them to proceed with quote. Also, met with library head for Annual Library visit.
- Getting updated quotes for lounge chairs for Monona. Looking into signage ideas for their collections and areas.
- Ordered new children's furniture for Lodi.
- 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.
- Worked on several graphic requests as they came in (signs, logo design, Portage Area Workforce & Services Connection material update.; brochure design, etc.) printed materials and laminating (storywalks & signs).

### Jean

- **Webinars Hosted**
  - Roll the Dice webinar with 18 registered, 10 attending live
  - TTW: Wisconsin Library Ecosystem with 237 registered and 132 attending live
  - TTW: Departures & Arrivals with 192 registered and 101 attending live
  - TTW: Self-awareness for Social Justice Ally-ship with 192 registered and 92 attending live
  - TTW: Library Ethics 101 with 252 registered and 109 attending live
  - TTW: Trustee Leadership with 200 registered and 75 attending live
- **Meetings/Conferences hosted/Attended**
  - Attended an ARSL (Association for Rural & Small Libraries)
  - Attended an ATD-MAC (Association for Talent Development - Madison Area Chapter)
  - Attended the SCLS Staff Meetings
  - Attended the PLSR (Public Library System Redesign) Professional Learning Calendar meeting
  - Attended the Monthly LAWDS (Libraries Activating Workforce Development Skills) meeting
  - Attended the monthly statewide Continuing Education Consultant meeting
  - Met with Consultant Team to discuss the potential layout of the new building

- Hosted a meeting with Madison and Middleton to discuss moving ILL services from Middleton to Madison
- **Upcoming Webinars/CEs**
  - Tech Days: Digital First on September 15 at 10 a.m.
  - Tech Days: Free Online Tools on September 15 at 1 p.m.
  - Tech Days: Video Production on September 16 at 10 a.m.
  - Tech Days: Emerging Tech Trends on September 16 at 1 p.m.
  - CCBC Shorts on September 22, October 20, November 10, and December 15 at 9 a.m.
  - Actively Anti-Racist Library Service to Leisure Readers on September 30 at 1 p.m.
  - The Nuts & Bolts of Social Work Internship on October 6 at 1 p.m.
  - Trends in Digital Privacy on November 4 at 1 p.m.
  - Youth Programming Workshop on November 11 from 9:30 - 3:30 p.m. (in person)
- **Statewide Events: Trustee Training Week (TTW), Tech Days, Wild Wisconsin**
  - Conducted sound checks with TTW presenters
  - Phone call with potential speaker for Wild Wisconsin 2022
  - Hosted the TTW webinars
  - Answered many questions from TTW participants
  - Sent follow-up information to participants, presenters, library systems, and DPI
- **IDAE Project (LSTA 2021-22 Project)**
  - IDEA Team met with Deborah Biddle and Allison Cooley of the People Company to discuss their consulting services outline
- **Director Support & Certification**
  - Processed CE Grants for three director certification courses
  - Processed Wisconsin Library Association membership dues payments for two library directors
  - Consulted with member library directors regarding certification questions
  - Consulted with new library directors about certification application questions
  - Consulted with member library director regarding board and budget questions
  - Transferred certification files for Randolph director, Whitney Parillo, to Winnefox as she moves to a new library
- **Calendar/Event Replacement Project**
  - Met with Kerri Hilbelink to discuss the project
  - After evaluating the two finalists, we made the decision to not switch vendors at this time
- **Other Projects/work/meetings**
  - Met with Tracie Miller for the Wyocena library visit
  - Met with Nick Studnicka for the Kraemer Library (Plain) visit
  - Conducted sound checks with presenters for the Roll the Dice webinar
  - Participated in an LSTA Focus Group facilitated by WiLS
  - Met with Shawn Brommer to work on the fall Youth Programming Workshop and the Middleton Values Project
  - Met with Jocelyne Sansing for the Middleton Public Library visit
  - Met with Julie Enloe for our quarterly meeting about workforce development in the South Central region
  - Attended the monthly Ripple Project meeting

- Met with Debbie Bird for the Portage Public Library visit
- Consulted with member library staff regarding Interlibrary Loan questions
- Consulted with member library staff regarding OverDrive support questions
- Sent out a survey to Streamline for Success participants to gauge interest in a follow-up webinar/workshop
- Worked on a new scholarship program that will launch once we have confirmation of the LSTA funding from DPI
- With Joy Schwarz from the Winnefox Library System, coordinating a group registration rate for the Library Journal Equity in Action course. Over 40 SCLS member library staff are attending.

## **Jody**

- Worked with Debbie Bird to provide data and visuals for the Portage strategic plan.
- Updated the Fast Facts dashboard to include the preliminary 2020 annual report data: <https://public.tableau.com/app/profile/scls/viz/AnnualLibraryReportFastFacts2009-2015/LibraryFastFacts>. This was then used to create a handout for the Green County Library Board.
- Estimated the service populations for libraries based on 2020 preliminary data. This is typically done by DPI, but has been delayed due to DPI staff changes.
- Continue co-leading and participating in the Scripting and Reports team meetings and initiatives.
  - Reviewed library privacy policies and record management plans to identify SCLS needs.
- Working with the New Glarus Public Library on their new Library Director search.
- Working with MPL to explore service areas based on pstats and neighborhoods. Exploring options for getting counts of patrons who used the library by pstats and service areas.

## **Mark I.**

- Attended Statewide Marketing Cohort Meetings to finalize plans for a Library Marketing Plan webinar and mini-grant project kicking off this Fall. Sent out announcements about the new project on Friday, 9/3 to promote the Oct. 6 application deadline. There will be a webinar on Nov. 12 featuring Kathy Dempsey and Angela Hursh.
- Edited and posted SCLS Foundation Newsletter.
- Answered director questions about the process for approval and payment of library bills, and helped clarify the role of the village in that process.
- Prepared annual SCLS Foundation Cornerstone fundraising letter for mailing.
- 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:
  - Vacation August 16 – August 26
  - Onsite visit at the KI Convention Center in Green Bay Programming Committee for the 2021 WLA Conference
  - Library Visit with Alex LeClair at Lodi Public Library
- Inclusive Services:
  - Facilitated with Shawn Brommer, Inclusive Services Check-in meeting for member libraries
  - Continued work with Shawn Brommer and Mark Ibach on working with UW-Stevens Point and UW-Madison to host Social Work students at member libraries
  - Continued work with Shawn Brommer, Jean Anderson, and several Library System continuing education consultants from around the state on the IDEA (Inclusion, Diversity, Equity in Action) Project
- LAWDS (Libraries Activating Workforce Development Skills) Project:
  - Wrote an [Online Update article for the August 6<sup>th</sup>](#) edition about available training recordings for SCLS libraries.
- Workforce Development:
  - Met with Julie Enloe, One-Stop-Operator for the Workforce Development Board of South Central Wisconsin for a quarterly meeting between WDBSCW and library systems with shared regions.
  - Facilitated Portage Area Workforce & Service Connection group monthly meeting with Chris Baker at Portage Public Library. Discussed revisions to a multi-agency, multi-program information sheet.
  - Participated in a monthly check-in meeting with the WDBSCW Business Services team to learn more about current labor market needs.

## Rose

- Email & phone contacts: assisted with finding Consumer Reports customer service contact (Madison), referred question about scanned paper mill bulletins to Digitization consultant (Nekoosa), discussed website redesign (Pardeeville, WI Rapids), invited new staff member for staff blog account (Stoughton).
- Library websites:
  - Website theme/config changes (Mount Horeb, DeForest).
  - Tested & implemented Drupal core & module updates.
- Drupal 8/9 upgrade: continued project planning, migration and configuration testing, removed incompatible modules from Drupal 7 production sites.
- Committees: posted Library Innovation Subcommittee meeting minutes.

- LINKcat: uploaded logo file for receipt printing (Baraboo), hid “New This Week” link on LINKcat Help & Don’t Miss Lists.
- SCLS website: set up contact form for new Board of Trustees member, corrected front page display bug, assisted with Apache config file maintenance.

## Shawn

- Youth Services:
  - Facilitated monthly youth services check-in meeting
  - Helped library staff members wrap up the summer library program
  - Met with youth services consultants from other systems to discuss Fall programming
  - With Jean Anderson, planning the annual youth programming workshop
  - answered questions about collection development
  - Assisted library directors with hiring
  - Answered questions about in-person, virtual, and outdoor programs
  - Attended and publicized virtual programs held by publishers that highlight new and soon-to-be published books
- Inclusive Services
  - Co-facilitated monthly inclusive services check-in meeting w/Mark Jochem
  - Met with presenters and SCLS staff to discuss the upcoming social work interns in public libraries project
    - Creating a service needs survey
    - Scheduling a webinar about the topic
  - With Mark Jochem and Jean Anderson, continued to work on the statewide IDEA 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
- Community Engagement
  - Serving as a member of the advisory board for the Wisconsin Humanities Council’s resilient cities (title may be changed) project
  - Set meeting dates with library directors to discuss next next steps for strategic planning
- 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 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 and the Digital Public Library of America (DPLA).

- Lester Public Library of Arpin and Verona Public Library will be new content partners in Recollection Wisconsin with this harvest.
- Fixed broken links and removed orphan records in CONTENTdm.
- Provided Vicki Teal with details and data on digitization projects for grant reports.
- Responded to emails and provided guidance to library staff working on digitization projects.
- With Jody Hoesly, updated the Recollection Wisconsin data dashboard. Items from SCLS member libraries' collections have had 832,314 views. There are 6846 records (totaling 69,835 files/pages) in Recollection Wisconsin from SCLS member libraries.
- Starting a project at Charles & JoAnn Lester Library (Nekoosa). Provided them with external hard drives to use on the project.
- Listened to webinars from The Internet Archive ("Enduring Legacy: Million Book Project Turns 20") and the Digital Asset Management (DAM) Festival.