

October 2021 Report for Board and AC

Deb

- Finalizing a new library logo for Pardeeville. Created several logo options for Lodi and Marshall Friends.
- 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. Met with Lakeview to discuss options and get a quote.
- Looked for some ideas for signage for Monona.
- Did a new library visit at Belleville.
- Looking for newspaper storage for Hawthorne.
- Looking for display units for Pinney.
- Did Annual Library visit with Sauk City. Toured the new library. Getting a shelving accessory quote.
- Did Annual Library visit with Prairie du Sac. Did a walk through of the space to evaluate replacement timelines and approx. cost for furniture and finishes.
- Still looking for carpet for Columbus and working on reorganization.
- 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 for a few more options for some colors. Will get a final plan and selections for them to do a bid.
- Met with Rio to get quotes for new circulation desk, shelving, tables and chairs. Looked at paint samples for the exterior.
- Worked on several graphic requests as they came in (signs, logo designs, strategic plan layout, newsletters, program flyers, etc.) printed materials and laminating.

Jean

- **Webinars hosted**
 - Tech Days: 4 webinars and 2 Canva demos (SCLS hosted one of the webinar and sponsored all of them):
 - Digital First with 293 people registered and 164 attending live
 - Free Online Tools with approximately 200 people registered and 139 attending live
 - Canva Demos (2) with a total of 283 people attending
 - Video Production with approximately 200 people registered and 143 attending live
 - Emerging Tech Trends with 379 people registered and 186 people attending live
 - CCBC Shorts with 40 people registered and 17 attending live
 - Actively Anti-Racist Library Service to Leisure Readers: a Discussion with 114 people registered and 57 attending live
 - Nuts & Bolts of Social Work Internship with 16 people registered and 9 attending live
- **Meetings/Conferences hosted/attended**
 - Attended the bi-monthly SCLS Staff meeting
 - Attended the monthly Consultant Team meeting
 - Met with Mark Ibach for our weekly check-in meetings

- Attended the first session of the Thoughtfully Fit Leadership course, weekly accountability groups, and coaching session
- Attended the WiLSWorld webinar about using Slack
- Attended the Library Innovation Subcommittee meeting
- **Upcoming Webinars/CEs**
 - CCBC Shorts, October 20 and November 10
 - OverDrive Support Course starts October 25
 - Trends in Digital Privacy, November 4
 - Youth Programming Workshop, November 11, 2021, at Olbrich Gardens
 - Shawn Brommer and I are following CDC and Public Health Madison & Dane County policies and procedures for COVID 19.
- **Statewide Events/Projects**
 - Met with Joy Schwarz to talk about the Professional Learning Calendar and the survey for the beta testers
 - Conducted a sound check with David Lee King in preparation for the Tech Days webinar
 - Tech Days - hosted the final webinar in the series and attended the other three
 - Attended the monthly LAWDS meeting
 - Reserved SCLS mobile computer lab for use at the Wisconsin Library Association fall conference
 - Conducted a short survey for Streamline for Success to see if a follow-up session is needed
- **IDEA Project (LSTA 2021-22 Project)**
 - Attended monthly meeting with the People Company and the IDEA Team
 - Attended the monthly meeting with the IDEA team
- **Director Support & Certification**
 - Hosted a Director Checkin Meeting
 - Consulted with directors about upcoming certification renewals
 - Processed CE Grants for 4 member library staff
 - Processed Wisconsin Library Association membership dues payments for two library directors
- **Other Projects/work/meetings**
 - Met with Shawn Brommer and Jacki Whisenant to discuss the upcoming Youth Programming Workshop
 - Met with Sue Ann Kucher, Director of the Reedsburg Public Library, for the annual library visit
 - Met with Joy Schwarz from the Winnefox Library System and Jamie Matczak from the Wisconsin Valley Library Service for a practice session with Zoom Webinar
 - Met with Marty Van Pelt about CE Grants
 - Vacation from September 20 - September 24. 2021
 - Conducted sound checks with Audrey Conn and Jess Bowers for the Nuts & Bolts of Social Work Internship webinar
 - Met with WiLS Coop staff to check in during the database renewal process
 - Emailed libraries with a reminder to make their decision about renewing
 - Met with Jim Ramsey, Director of the Stoughton Public Library, for the annual library visit
 - Attended the Cornerstone event at Buck & Honey's in Monona
 - Met with Tracie Miller as part of her new employee orientation
 - Consulted with Marshfield Library staff and Tech Team about OCLC FirstSearch access issues

- Will be meeting with our account manager at OCLC with Marty Van Pelt
- Consulted with Marshfield Library staff and other SCLS library staff on OverDrive access issues and support questions
- Ensured that the 51 SCLS library staff members who registered for the Equity in Action course are able to access the materials
- Consulted with two libraries looking for trainers/presenters on Implicit Bias
- Opened application period for new SCLS CE Scholarship program
 - Received 4 applications so far
- Worked with Niche Academy to resolve the issue of the SCLS Academy for accessing the Ryan Dowd training still being active and used
 - Access to this training is through LSTA funding from DPI and should be accessed using the DPI Academy
- Answered a question from the Wisconsin State Law Library about what public libraries use to accept payment for photocopies
- Updated SCLS library catalog entries in EBSCO's NoveList products to remove the Marshfield catalog link (and a few Rio catalog links)

Jody

- Mapped cardholders and pulled Census data for the Oregon Public library.
- Submitted final visuals for the Portage strategic plan. To try to normalize the impact of COVID, most of the visualizations compared 5 year data.
- Updated five dashboards with preliminary 2020 annual report data that included service population estimates: Fast Facts, Peer Libraries-Per Capita, Per Capita Comparison, Library Budgets, Statistics and Trends which can all be found on the SCLS Tableau Public page:
<https://public.tableau.com/app/profile/scls>
- Working with the Scripting and Reports team on data and documentation for the annual report process and adjacent county reimbursement processes.
- Reached out to Lori Roholt, IFLS Library System, to discuss statewide data dashboard.
- Shared details about SCLS Tableau dashboards with Heidi Frenrick, State Data Coordinator at the Utah State Library, who is considering similar projects.
- Responded to questions regarding database statistics.

Mark I.

- Reviewing library marketing plan grant applications submitted as part of a statewide marketing cohort project (67 applications were submitted for the 15 \$1,000 mini-grants available through the project). Statewide Marketing Cohort meeting on Oct. 18 to review grant applications.
- Attended Library Innovation Subcommittee meeting.
- Attending multiple meetings (including Library Director check-in) to discuss American Rescue Plan Act (ARPA) Grant funds and the application process.
- Finished up 2022 tax exemption calculations for the Monroe School District and sent documentation to district officials.
- Attended Cornerstone Receptions in Wisconsin Rapids and Monona.

- Continued editing annual report instructions and webinar content. Scheduled Annual Report Webinar for Jan. 14, 2022, and Annual Report Office Hours for Feb. 9, 2022. Directors can register for both through the SCLS Calendar.
- In preparation for transition after retirement, editing instructional documents for annual report, adjacent county reimbursement, county library tax exemption calculation, and SCLS population calculation.
- 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:
 - Library Visit Reports are posted for DCL, MOO, and LDI
 - Wisconsin Library Association annual conference planning is progressing with over 80 programs and events confirmed
- Inclusive Services:
 - Inclusive Services Check-in meeting with member library staff on October 12th
 - Continuing work with Jean, Shawn, and statewide CE staff on the IDEA Project
 - Continuing work with Shawn on inclusive services with Sun Prairie board and the incoming DEI Advisory Committee. Will be meeting with Svetha soon after the 14th
 - Worked with Shawn on a Social Work Intern interest survey sent out after the Nuts & Bolts of Social Work Internship webinar. Responses to the survey will be due Oct. 18th
- LAWDS (Libraries Activating Workforce Development Skills):
 - LAWDS new webpage is in the DPI web design queue, possibly ready as soon as mid-October. This will be a future home for project outputs
 - DWD featured public libraries in a post on the Job Center of Wisconsin slider: <http://wisconsinjobcenter.org/libraries/lawds.htm>
 - Working with members of the LAWDS project and Wisconsin Society for Human Resource Managers to possibly place HR volunteers in libraries to provide 1-1 assistance to job seekers
- Workforce Development:
 - PAWSC (Portage Area Workforce & Service Connection) meeting is scheduled for October 15th. Will help on an as-needed basis.
 - Co-writing an Online Update about PAWSC with Chris Baker (POR)
 - Took over the jobssmallbusiness email list – will use it to send out job events and program updates

Rose

- Email & phone contacts: added website editing account (Mount Horeb, Lodi), sent staff blog author invite (Spring Green), suggested config options for showing specialized info to website editors in admin interface (Dane County Library Service - Beyond the Page), suggested survey/form services (Mount Horeb), discussed possible future website changes (Baraboo).
- Library websites:
 - Website theme/config changes: (Pardeeville, Albany, Cambridge, Waunakee).
 - Drupal 8/9 upgrade: continued project planning, migration and configuration testing. Successfully migrating data on simple sites, working out bugs with migrating more complex sites, and testing how new Drupal features will change our site builds.
- Committees: drafted & sent Library Innovation Subcommittee agenda, led Library Innovation Subcommittee meeting.
- LINKcat: copied files to alternate server location to keep LINKcat images & stylesheets online during server maintenance, made updates to reflect Marshfield joining LINKcat, extended LINKcat Google Analytics report schedule, worked on Discovery Layer scripting to format 10-digit phone numbers in a uniform way.
- SCLS website: made website and FormAssembly updates to reflect Marshfield joining LINKcat.

Shawn

- Youth Services:
 - Facilitated monthly virtual check-in meeting for youth services librarians: topics of discussion included collection development and series collections about countries and US states, 1000 Books Before Kindergarten, virtual programming for youth, and upcoming fall events for YS librarians.
 - Publicized the 2021 Charlotte Zolotow lecture and provided an opportunity for YS librarians to discuss the themes of the lecture (will follow up with another discussion if there's interest).
 - Coordinated:
 - A group puppet order
 - The annual order of Ellison and Accu-Cut dies
 - Held library visits with 3 new youth services librarians (Stoughton, Spring Green, Mount Horeb)
 - Served as a judge for the Madison Public Library's Youth Writing awards committee.
 - Coordinating discussion of the book New Kid with youth services librarians
 - With Jean Anderson, planning the annual youth programming workshop.
 - Hosted the September CCBC Shorts webinar
 - 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
 - Answered director questions about hiring youth services staff
- Inclusive Services:
 - With Mark Jochem

- co-facilitated bi-monthly inclusive services virtual check-in meeting
 - Continuing to work with the Sun Prairie Public Library board to evaluate policies and practices for Diversity, Equity, and Inclusion
 - Continuing to plan the 2022 social work internship project (school of social work students will carry out internships in member libraries)
 - co-created survey for library staff to indicate interest to participate in the social work intern project
- With Mark Jochem and Jean Anderson
 - Continued to work on the statewide IDEA project with Mark Jochem and Jean Anderson
 - Helped plan and served as back-up host for the Nuts & Bolts of Social Work webinar
- Attended webinars that addressed diversity and inclusion in public library collections
- Collaborations:
 - With SCLS delivery staff, Corey Baumann and Jeff Grandt-Turke, partnered with the Wisconsin Science Festival (UW Campus) to deliver 68 boxes of science activities to libraries across the state. Corey and Jeff went above and beyond to coordinate the delivery of these items and SCLS now has a new partner for future programs and events.
 - Serving on the Wisconsin Humanities Council's advisory committee for a new statewide Community Engagement project
 - Creating a WI Library Association conference presentation about sustainable library programming and practice. I am co-presenting this session with colleague Rhonda Gould, formerly of the Lakeshores Library System.
 - Assisting with ARPA grant application process
- Strategic Planning:
 - Met with the director of the Columbus Public Library to determine the timeline for updating the library's current strategic plan.
 - Met with the director of the Mount Horeb Public Library to discuss the final steps in preparing the library's new strategic plan.
 - Offered assistance to several directors who expressed interest in creating strategic plans
- Attended regular weekly, monthly and as-needed meetings with SCLS colleagues.

Tamara

- Uploaded materials to CONTENTdm for Sun Prairie Public Library.
- 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 857,087 views. There are 6847 records (totaling 69,946 files/pages) in Recollection Wisconsin from SCLS member libraries.
- Jan from Sun Prairie Public Library used the Indus (twice).

- Completed SCLS annual visits with Columbus Public Library and Jane Morgan Memorial Library (Cambria).
- Started a UW-Madison iSchool Digital Preservation course (lasts through November 21). Completing weekly lectures, readings, and assignments.
- Met (virtually) with Natalie from Lavalle Public Library about resuming their project.
- Digitization kit maintenance: Updated software and checked the equipment in the kits.
- With Tracie Miller, working on a document with suggestions for SCLS member libraries to use to promote their collections in Recollection Wisconsin.
- Took notes for the Library Innovation Subcommittee meeting.
- Listened to webinars from the Digital Public Library of America (DPLA), CONTENTdm, and the Internet Archive.
- Will be attending (virtually) the WHS Local History Historical Preservation Conference (October 20-22) and the Council on Library and Information Resources (CLIR) Digital Library Federation (DLF) Forum & National Digital Stewardship Alliance (NDSA) DigiPress Conference (November 1st-4th).

Tracie

- Completed reviewing/merging 3780 records with duplicate ISBN numbers for Marshfield migration clean-up.
- Currently reviewing/merging 2566 records with duplicate UPC numbers for Marshfield migration clean-up.
- Attended a New Director meeting to discuss Public Library Administration topics.
- Meeting with various staff to complete office orientation.