

December 2021 Report for Board and AC

Deb

- Requested a shelving quote for Rome.
- Looking for board book storage ideas for Madison Public locations. Met with Lakeview to discuss options and to get a quote for shelves and bench with storage. Also, looked at some shelving and display options for the teen area. Met with them, refining board book storage and will order. Looking for teen space items and quotes.--Have ordered all of the above items.
- Looking for newspaper storage for Hawthorne. Some of their new furniture has been installed.
- Beginning discussions with Stoughton about updating Children's area.
- Met with Alicia Ashman Library to discuss children's area and staff breakroom.
- Beginning updating Lodi Children's area and getting quotes for shelving.
- Met with Pardeeville to discuss another option to create more staff work space.
- Updating quote for a table for Verona's tween area.--Ordered.
- Finished up paint and protective wall surfaces for Meadowridge for RFP.
- Looking for some chair options for Arpin (lounge and task).
- Looking for display units for Pinney. Did a site visit and am searching for units for various spaces in the library. Getting quotes for some of their choices.
- Attended a couple fabric/textile webinars.
- Finished work with Columbus reorganization project. Last of furniture will be arriving.
- Placed orders for Mt. Horeb tables & computer tables. Sent competitive quotes for mobile AV shelving.
- Met with BNAW group to begin working on the design and interiors for the new office building. Heading a Focus Group for the Collaborative spaces with staff and designers.
- Worked on several graphic requests as they came in (newsletters, signs, logo designs, program flyers, etc.) printed materials and laminating.
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Jean

- **Webinars/workshops hosted**
 - CCBC Shorts with 15 people attending (43 registered)
 - Youth Programming Workshop with 37 people attending (34 in person, 3 online)
 - Oceans of Possibilities webinar with 29 people attending (52 registered)
 - OverDrive Support Course completed with 6 students
- **Meetings/Conferences hosted/attended**
 - Attended a WebJunction webinar: Virtual is Here to Stay: Making Online Sessions Fun & Focused
 - Attended the staff planning meeting for the Library Innovation Committee
 - Attended the Wisconsin Library Association Conference in Green Bay
 - Presented as part of the Notable Books Panel, attended the Past President's Breakfast, and many other sessions
 - Met with Mark Ibach for our weekly check in meetings
- **Upcoming Webinars/CEs**
 - Met with Joy Schwarz from The Winnefox Library System to discuss a collaborative series of grant webinars in 2022
 - CCBC Shorts, December 15
- **Statewide Events/Projects**

- Attended the monthly Public Library System Redesign (PLSR) Professional Learning Calendar meeting
- Met with Julie Enloe, Workforce Development, Mark Jochem, Joy Schwarz, and Laurie Freund for our quarterly Workforce Development update
- Wisconsin Library Association: brought additional projectors for use at conference and connected Technology Chair with Delivery for the use of one of the mobile computer labs
- Set up the webinars for the Small Libraries track for the Wild Wisconsin Winter Web Conference in January of 2022
- **IDEA Project (LSTA 2021-22 Project)**
 - Attended monthly IDEA Project meeting and the monthly meeting with the People Company
 - Worked on getting dates for spring webinar series with CE Consultants and the People Company
- **Director Support & Certification**
 - Met with Laura Gaastra, the new director at Randolph, for the New Director Orientation
 - Met with Amanda Wakeman, the director of the Jane Morgan Memorial Library in Cambria, for her one year follow up meeting
 - Met with Lisa Thomas, the new director of the George Culver Community Library, to see what orientation is needed
 - Awarded four full scholarships for the Wisconsin Library Association
 - Processed CE Grants for 5 library staff members
 - Validated Summations for two directors and reached out to directors with certifications expiring in the next few months
 - Processed WLA Memberships for 3 library directors
- **Other Projects/work/meetings**
 - Finished up with the Thoughtfully Fit Leadership Course with Darcy Luoma Coaching & Consulting
 - Attended a coaching session as part of the course
 - Met with the Search Committee for the Data Services Position
 - Met with Kerri Hilbelink, Brian Hahn, Sara Gold (WiLS), and Nick Smith (WiLS) as part of the database renewal process check in
 - Met with Mark Ibach to begin learning about the Coordinator duties and transferring of documents & knowledge
 - Met with Shawn Brommer and Jennifer Way, Director of the Oregon Public Library), to discuss a Values Project
 - Attended the monthly Beyond the Page Ripple Project meetings
 - Youth Programming Workshop preparation included ordering supplies, ordering catering, making adjustments to comply with public health requirements, and coordinating the online attendance for a few participants
 - Consulted on OverDrive Support questions for member library staff
- **Vacation: November 22 - 24**

Jody

- Created a prototype dashboard of Sun Prairie cardholders that mapped the number of cardholders at each address. It also included a filter for cardholders home library, pstat, and expiration date.

- Helped with testing and documentation for the annual report pre-fill process.
- Reran 2021 Overdrive statistics and updated the dashboard after McFarland and Marshfield library codes were correctly assigned in Overdrive.
- Attended the MPL data team meeting. As a follow-up - assembling MPL service area (groups of census tracts/pstats) data including census data, % patrons with a library card, cko per capita, and collections per capita. Developed a prototype dashboard: Madison Public Library Service Areas: <https://public.tableau.com/app/profile/scls/viz/MPLServiceAreas/MPLServiceAreas>
- Responded to a data request for 5 years of net borrowing/net lending activity between Dane County libraries.
- Helped investigate a library's access to Google Analytics data.
- Created a detailed list of 2021 data services projects for my annual review and replacement.
- Participated in the WPLC dashboard survey which asked what library systems have and want in statewide dashboards. SCLS dashboards that use annual report data currently include a filter for all Wisconsin libraries.
- Investigated formatting issues with the Grubby report.
- Out of the office November 18-26.

Mark I.

- Continued updating SCLS annual report instructions web page.
- Transitioned newsletter production to Tracie Miller.
- Continuing to prepare documentation and organizing files in preparation for retirement.
- Cleaned out office in preparation for staff moves.
- 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:
 - Served on the Programming Committee and attended the 2021 WLA Conference at the KI Convention Center in Green Bay. Attendance exceeded expectations of the conference planners to over 440 attendees. Attended many excellent presentations on diversity, equity, and inclusion topics.
 - Attended the wrap-up meeting for 2021 WLA Conference Committee
- Inclusive Services:
 - IDEA (Inclusive Diversity and Equity in Action) Team – consisting of library system staff from SCLS, Winding Rivers, IFLS, Southwest Wisconsin, and Northern Waters met with consultants from the People Company.
 - Webinars on Racial Equity topics are planned for winter through spring of 2022
 - IDEA Team is currently recruiting large group facilitators from all over the state to help lead large group discussions with library staff. The application for public library staff to indicate interest in facilitating was released on Dec. 3rd and will close Jan. 3rd
 - IDEA Team and The People Co. will continue to meet monthly

- With Shawn and Mark I. facilitated two information meetings for library staff interested in forming a Social Work Intern Cohort. SCLS is working with field placement coordinators from UW-Madison and UW-Stevens Point social work programs to place fourth year BSW students in libraries to provide assistance in a variety of social work capacities
- Assisted with an information request regarding inclusive programming and the ADA (Americans with Disabilities Act) compliance
- Facilitated a meeting for the WLA Inclusive Services Special Interest Group (SIG). The Inclusive Services SIG is a statewide group that meets on a quarterly basis to discuss and promote inclusive services in libraries
- LAWDS (Libraries Activating Workforce Development Skills) Project:
 - Provided a project update to SRLAAW
 - Moderated a panel consisting of library system and workforce development system staff about the LAWDS Project at the WLA Conference
 - Attended the LAWDS Marketing Kit presentation at the WLA Conference
 - Informed SCLS member libraries about new posters for job seekers visiting libraries
- Workforce Development:
 - Facilitated the Portage Area Workforce and Service Connection (PAWSC) meeting for the last time before handing the role over to Chris Baker.
 - Working with Chris Baker (POR) on an Online Update article about PAWSC
 - Attended the monthly WDBSCW (Workforce Development Board of South Central Wisconsin) Business Services meeting. Learned about how lack of childcare and transportation and increases in retirements are contributing to the large declines in job applications and labor shortages
 - Attended a meeting between WDBSCW and Library Systems to share information and strategize

Rose

- Email & phone contacts: assisted with Google Analytics report access (New Glarus, Dane County Library Service-Beyond the Page), recapped website projects over the past year (Sun Prairie), updated user account settings for new director (Randolph) & added website editing account (Rock Springs), assisted patron with contacting appropriate library for online resource assistance (Madison), weighed in on layout table accessibility (Oregon).
- Library websites:
 - Website redesign in progress for Pardeeville.
 - Website theme/config changes: Sun Prairie, Randolph, Mount Horeb, Baraboo, Rock Springs.
- Drupal 9 upgrade: continued project planning, migration and configuration testing.
 - Tested migrating files managed with IMCE file browser to managing with Drupal core Media.
 - Database server upgraded to allow future Drupal 9 installation.
 - Writing migration process documentation.
 - Project kickoff & requirements gathering for Cascade deployment tool.
 - Drupal 9 migration project announcement.
- Committees: drafted & sent Library Innovation Subcommittee meeting agenda; attended Discovery Layer User Group meeting.
- LINKcat: added Discovery Layer JavaScript & CSS to hide MARC 6XX \$9 fields and continue displaying OverDrive links as buttons.
- SCLS website: adjusted print stylesheet to allow Seats on Committees pages to print with less wasted paper, updated "For more information, contact ____" field on selected pages to more accurately reflect staff changes.

Shawn

- Youth Services:

- Presented the annual Early Literacy and Summer Library Program webinar
- Facilitated monthly virtual check-in meeting for youth services librarians
- Facilitated 2nd online book discussion for youth services librarians - we discussed the book *New Kid* by Jerry Craft. Additional discussions of this book are planned.
- Presented the informal Book Bites virtual program to highlight new youth books that may be of interest to SCLS youth services librarians.
- With Jean Anderson, planned and hosted the annual youth programming workshop.
- Answered questions about in-person, virtual, and outdoor programs
- Talked to library staff about recent attempts to limit access to youth materials that celebrate equity, diversity, and inclusion. (No challenges here - challenges in other places in the country prompt us to be proactive here in WI.)
 - Related topic: Tracie Miller and I are identifying updated intellectual freedom services to be offered by SCLS.
- Answered director questions about hiring youth services staff
- Attended webinars about youth literature, program development, and diverse books
- 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-facilitated meeting with library staff and directors to discuss their involvement in the 2022 social work internship project.
 - With Mark Jochem and Jean Anderson
 - Continued to work on the statewide IDEA project with Mark Jochem and Jean Anderson
 - Attended webinars that addressed diversity and inclusion in public library collections
- Community Engagement and Collaborations:
 - Serving on the Wisconsin Humanities Council's advisory committee for a new statewide Community Engagement project
 - Attended the WLA conference in Green Bay
 - Created and co-presented the conference session, *Sustainable Programming: Taking Good Care of Ourselves, Our Organizations, and Our Planet*
- Strategic Planning:
 - Beginning to work with the director of the Rio Public Library to determine strategic plan needs
 - Offered assistance to several directors who expressed interest in creating strategic plans
- Attended regular weekly, monthly and as-needed meetings with SCLS colleagues.
- Vacation, November 22 - 26

Tamara

- Uploaded new materials for Angie W. Cox Public Library (Pardeeville), Sun Prairie Public Library, Lester Public Library of Arpin, Verona Public Library, and Poynette Area Public Library The materials are being included with the December harvest to Recollection Wisconsin and the Digital Public Library of America (DPLA).

- Continuing to troubleshoot CONTENTdm optical character recognition (OCR) and spell checker issues. CONTENTdm/OCLC help desk and program developers are working on the issue. I may be testing a pre-release project client update to see if it fixes the issues.
- 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 915,408 views. There are 6883 records (totaling 73,741files/pages) in Recollection Wisconsin from SCLS member libraries.
- Completed the UW-Madison iSchool Digital Preservation course.
- Attended the Sauk County Library Board meeting.
- Met with Becky, Rock Springs Public Library Director, to discuss resuming their library's digitization project. Sent them a Scanning Kit and the Audio Oral History Recording Kit.
- Sent the Cassette Tape Conversion kit to Stoughton Public Library. They have oral history interviews from the mid-1980s on cassette tape that will be digitized and made available on Recollection Wisconsin.
- With Emily Peterson, came up with a plan to replace the laptops in the digitization kits that have Windows 8 installed with repurposed laptops that have Windows 10.

Tracie

- Completed 2nd annual report pre-fill check
- Completed digitization for Pardeeville, December harvest
- Completed digitization for Arpin, December harvest
- Completed merger of Marshfield serials
- Began work on 3rd merger sheet of duplicate ISBN for Marshfield
- Attended Columbia County Library Board Meeting
- Attended Consultant Team meeting
- Attended Library Innovation subcommittee meeting
- Training with Mark Ibach on In-County and Adjacent Reimbursement, County Library Tax Exemptions, Annual system population documentation, System annual report and Overdrive/Advantage costs
- Discussion with Marty and Shawn about book challenges/intellectual freedom