

## **April 2022 Report for Board and AC (March 14 - April 12, 2022)**

### **Deb**

- Working with BNAW group on the new SCLS office. Will be working up a preliminary furniture list and budget.
- Met with Stoughton about the children's area—updating quotes, designing a new service desk, looking for storage and fabric to reupholster some chairs.
- Working with Lodi to finalize the timeline for the children's area—new shelving install, carpet, lighting and looking for tables, chairs and seating.
- Updating flooring quote for Cambria
- Looking for fabrics to reupholster lounge chairs and teen bench seats for Cross Plains.
- Looking for office furniture options for Poynette
- Met with DeForest to discuss new carpet and reworking the storytime room (flooring and cabinetry). I will be looking for carpet/flooring options.
- Coordinating furniture installations for a few libraries.
- Looking for fabric options to reupholster chairs at Lakeview, will get quotes.
- Met with Wisconsin Dells to discuss a new local history room and getting quotes for shelving and furniture.
- Met with Reedsburg to discuss reimagining staff workroom and discussing steps for eventual library addition
- Working with other systems to create a statewide Library Spaces CE.
- Sent out Summer Library Program graphic requests for activity sheets, flyers and brochures. Working on graphic requests for other materials as needed (friends newsletters, flyers, brochures and creating/updating logos for libraries and friends groups)

### **Jean**

- **Webinars/workshops hosted**
  - SCLS Services & Support for Intellectual Freedom, Hosted/presented by Shawn Brommer & Tracie Miller for 27 people
  - Finding & Applying for Grants, co-sponsored with Winnefox Library System
  - Great new Books for Younger Children for 25 people (68 registered)
  - Great New Books for Older Children & Teens for 17 people (55 registreed)
  - The Trending Library: Engaging Teens in Your Library for 30 people (60 registered)
  - CCBC Shorts for 18 people (41 registered)
  - Finished up the OverDrive Support Course for 6 students
- **Meetings/Conferences hosted/attended**
  - All Directors Meeting for 68 people
  - State Agency Librarians Meeting for 10 people
  - Bi-monthly all staff meeting (led the meeting on March 28)
  - Led the monthly Consultant Team Meeting
  - Weekly check-in meetings with Consultant Team members
  - Attended the Public Library Association Virtual Conference
  - Led and hosted the Interlibrary Loan Subcommittee meeting
  - Attended a United for Libraries webinar called Keeping Governance on Track

- Attended the Library Innovation Subcommittee meeting
- Attended the Database Team Meeting
- **Upcoming Webinars/CEs**
  - Understanding Why Diversity, Equity, and Inclusion Matter in Majority White Spaces (247 people registered)
  - CCBC Shorts
  - Grant Seeking Basics
  - Reentry Resources & Programs for Your Community
- **Statewide Events/Projects**
  - Trustee Training Week -
    - Met with Becky Spratford to confirm her webinar
    - Met with Nancy Sylvester to confirm her webinar
  - Attended statewide Continuing Education Consultants meeting
- **IDEA Project (LSTA 2021-22 Project)**
  - Attended monthly IDEA team meeting
- **Director Support & Certification**
  - Met with Carolyn Seaver at Albany to review certification renewal process
  - Met with Stacy Kunder at Arpin to review certification renewal process
  - Consulted with library directors and board members about director searches
  - Consulted with library directors about certification renewals
  - Validated library director certification summations
  - Processed CE Grants for 1 director and Scholarships for 4 member public library staff (for the Public Library Association Conference)
- **Coordinator duties**
  - Attended regular Coordinator meetings
  - Attended many BNAW meetings
  - Met and worked with Nan Brien on the solar grants for Senator Baldwin and Representative Pohan
- **Other Projects/work/meetings**
  - Met with Vicki Teal Lovely about grant funds for libraries
    - Met with Craig Ellefson about grant funds for libraries
  - Met with Ali Trevino-Murphy and Erin Williams Hart to craft welcome and closing scripts for upcoming Ripple Project events
  - Worked with Martha Van Pelt to resolve FirstSearch issues for Marshfield
  - Worked with OCLC staff to resolve WorldShare Interlibrary Loan access issues for Baraboo
  - Updated 2022 Library Visit materials
  - Met with Shawn Brommer to finalize presentation for upcoming Oregon Inservice
  - Worked with Brian Hahn and Kerri Hilbelink to compile an inventory of databases for our member libraries as requested by the Department of Public Instruction
  - Consulted with member libraries on OverDrive Support questions

Mark

- General:
  - Attended Green County Library Director's Monthly Meeting
  - Attended Green County Library Board Special Meeting regarding proposals for ARPA funding the county received
  - Visited with Katrina Linde-Moriarty at Monticello
  - Visited with Bronna Lehmann at Belleville to see the new library
  - Attended Library Innovation Subcommittee
- Inclusive Services:
  - Joined the Ripple Project Committee in place of Jean Anderson
    - Attended kick off public event at Monona Public Library, Race Power of an Illusion Episode 1 documentary viewing and discussion
    - Attended monthly meeting
  - Continued Sun Prairie DEI Advisory Committee work w/ Shawn Brommer. Shawn and I will assist the advisory committee on creating a charge and organizational structure. We will also assist with using the many organizational and inclusive services tools available.
  - Facilitated the Wisconsin Library Association's Inclusive Services Special Interest Group (SIG) quarterly meeting. I will continue my role as chair for the group until 2024.
  - Libraries Talk about Race project:
    - The project held its second of three webinars on March 9th. It will host its final webinar in the series on April 14th.
    - Group Discussion opportunities available statewide will continue through May
    - Independent Study opportunities available statewide will be available through the year
    - A group discussion opportunity will be held at the Wisconsin Association of Public Libraries conference in May
- LAWDS (Libraries Activating Workforce Development Skills) Project:
  - Organized with Julie Enloe, One Stop Operator at the Workforce Development Board of South Central Wisconsin; Winnefox Library System; Monarch Library System; and Bridges Library System a statewide webinar opportunity highlighting Reentry Resources and Programs. This opportunity is scheduled for Wednesday, April 27th.
  - Assisted with messaging and volunteer orientation planning for a statewide partnership with WISHRM to offer one-on-one job seeker assistance
    - Planning to participate on a panel discussion regarding the project at the Wisconsin Association of Public Libraries conference in May
    - Wrote up an Online Update article highlighting the opportunity
- Workforce Development:
  - Sent out monthly workforce development events and information to member libraries
  - Facilitated an in-service with staff at Albertson Memorial Library (Albany) focusing on resources that can assist job seekers and people with limited digital literacy.

## Rose

- Email & phone contacts: shared steps for resetting website editing account password (Wyocena), added website editing account & blocked/updated other accounts (Reedsburg), provided historical detail on SPF records for domain name (Monona), assisted patron with contacting appropriate library for purchase request (Monroe), discussed browser behavior for email links (Belleville), fixed missing text format issue (Deerfield), discussed Google Workspace domain name changes (Rio).
- Library websites:
  - Website theme/config changes: Mount Horeb, Dane County Library Service (Beyond the Page), Mazomanie.

- Tested & implemented Drupal core & module updates; asked for testers for new updated version of editing toolbar.
- Drupal 9 upgrade: continued project planning, migration and configuration testing.
  - Cascade deployment tool testing & configuration.
  - Drupal 9 migration project communication & scheduling.
  - Investigated replacement modules for Registration (Reedsburg).
  - Sites migrated to Drupal 9 (total): Pardeeville, Cambria, North Freedom.
  - Site migrations in progress: Waunakee, Sun Prairie, Prairie du Sac.
  - Site migrations queued: Randolph, Black Earth, Plain, Monticello, Portage.
- Committees: attended Discovery Interface Subcommittee meeting, drafted & sent Library Innovation Subcommittee agenda, led Library Innovation Subcommittee meeting.
- LINKcat: Discovery Layer JavaScript & CSS tweaks.
- SCLS website: updated pages about new building, updated phone number in staff directory, updated Topical Directory.

## Shawn

- Youth Services:
  - Served on interview committee of the Columbus Public Library to assist with the hiring of a new head of youth services
  - Serving on the interview committee for the Cooperative Children's Book Center to assist with the hiring of a new CCBC Director (KT Horning is retiring in July 2022)
  - Facilitated monthly youth services librarians virtual check in meeting
  - Worked with Deb Haeffner to coordinate graphics materials for the upcoming summer library program
  - Working with Heidi Moe to coordinate incentives orders for the upcoming summer library program
  - Helping library staff plan implementation of the upcoming summer library program
  - Answering questions about collections, weeding, and maintenance of library materials
- Inclusive Services:
  - I hosted 2 large group discussions following WI Libraries Talk About Race webinars
  - With Mark Jochem
    - Continuing to work on the Social Work Interns in Public Libraries project
      - We met with Leah Langby, IFLS Library System (Eau Claire) to answer her questions about this project; she is interested in replicating it in her library system and we are happy to provide support.
    - Continuing to work with the Diversity, Equity, and Inclusion subcommittee of the Sun Prairie Public Library Board to identify inclusive practice and services for the library; we are meeting with the subcommittee before the monthly board meetings to assist with this work.
  - With Mark Jochem and Jean Anderson
    - I continue to serve as a 2nd-tier member of the IDEA, WI Libraries Talk About Race, planning committee; I primarily assist with discussion hosting and facilitation.
- Intellectual Freedom
  - With Tracie Miller, presented a webinar about SCLS Intellectual Freedom services
  - Answered questions about recent nationwide challenges to materials

- Answered questions about how staff might respond to materials challenges
- Participated in Intellectual Freedom Roundtable (WI Library Association) discussions
- Community Engagement and Collaborations:
  - I continue to serve on the advisory committee for the WI Humanities Council's statewide community engagement project
  - I continue to meet with other youth and inclusive services consultants from other library systems in the state to discuss current projects, issues, and ideas.
- Strategic Planning:
  - Mount Horeb:
    - Working with Tim Drexler to identify data needed for the updated Strategic Report
    - Met with Jessica Gretzinger to identify next steps in finishing the library's strategic plan
    - Met with Library Management team to discuss facilitation tips for staff inservices and community conversations.
  - With Jean Anderson, helping Oregon Public Library Staff identify Values, Vision and Principles (on-going through summer 2022)
- Webinars, meetings, other:
  - Served as backup for:
    - CCBC Shorts webinar (3/16/22)
    - CCBC Best Books for Teens webinar (4/7/22)
    - The Trending Library: Engaging Teens In Your Library webinar (4/12/22)
  - Attended All Directors Meeting (3/17/22)
  - Attended Library Innovation Subcommittee meeting (4/12/22)
  - Attended weekly check in meetings with Jean Anderson
  - Attended bi-weekly all staff meetings
  - Vacation March 28 - April 3

## Tamara

- Continuing work on the project to update copyright statement metadata of older SCLS collections in Recollection Wisconsin. Existing copyright metadata will be replaced in CONTENTdm with standardized rights statements and rights statement URI's (from rightstatements.org).
- Working on cleaning-up the metadata in controlled vocabularies in CONTENTdm.
- Responded to emails and provided guidance to library staff about digitization projects.
- With Tim Drexler, updated the Recollection Wisconsin data dashboard. Items from SCLS member libraries' collections have had 1,051,022 views.
- Attended (virtually) the March All Directors meeting
- Took notes for the April Library Innovation Subcommittee meeting.
- Preparing a presentation about Recollection Wisconsin and SCLS digitization projects for the Poynette Area Public Library. A volunteer from Poynette who has worked on the library's digitization project will also be presenting.
- Starting to look into website archiving processes. Will be determining if there are tools that SCLS can either provide as a service to member libraries, or to recommend for libraries to use themselves. Using the Internet Archive's Wayback Machine to archive SCLS member library's websites before they are migrated to the new version of Drupal.

## Tim

- **Multipart DVD Project:** Presented a dashboard walkthrough as part of the Multipart DVD Workgroup presentation to the SCLS All Directors meeting on March 17.
- **Peer library salary analysis:**
  - Delivered director salary comparison of peer libraries for Amherst Public Library, New Glarus Public Library, Spring Green Public Library, Vesper Public Library, and Wyocena Public Library.
  - Completed an analysis for Stoughton Public Library examining the salary ranges of part-time Administrative Assistant positions from libraries throughout Wisconsin. The focus was on positions with wages and typical weekly hours most similar to the current Admin Assistant at Stoughton Public Library.
- **Madison Public Library (MPL) Data Team:**
  - Met with the MPL Data Team for their regular monthly meeting in April as well as a special session to review background information on the Results Madison data project. Members of the City of Madison Data Team also attended the April meeting, which provided an opportunity to make new connections with other data-focused professionals.
  - **Dane County patron mapping:** Restarted work on this project, and I'm currently in the beginning stages, which primarily involve cleaning address data. Following that, I will move on to geocoding the addresses with census tract, census block, and municipality information for use in data aggregation and mapping. Determining how best to geocode the data remains a significant outstanding issue. I may be able to obtain some assistance from the City of Madison Data Team in this regard (see the previous bullet).
- **Strategic planning:**
  - Worked with Shawn Brommer to complete updates to data visualizations and community survey results for the Mount Horeb Public Library strategic plan.
  - Compiled a report for Oregon Public Library summarizing in-library computer reservation data collected from MyPC booking software. I provided Oregon PL with a breakdown of reservations by month (as far back as 2015) and by user group (youth, adult, etc.), along with a brief analysis of how the proportions of bookings for each group varied over time. This information will help Oregon PL allocate computer resources in their new library.
- **Other items:**
  - Internal data requests:
    - Gathered data measuring 2021 checkouts of OverDrive e-collection materials by library for use by Martha Van Pelt in planning 2023 fees.
    - Along with Tracie Miller and Deb Haeffner, I helped update the SCLS "at a glance" flier to incorporate 2021 member library service data.
    - For Rose Ziech, I collected 2021 website traffic data comparing the number of sessions recorded with bot & spam filtering in place versus total sessions with no filtering.
  - Led the SCLS Database Team meeting for the first time.
  - Continued to meet with SCLS staff for orientation discussions (almost done!).

## Tracie

- Meetings
  - Multi-part DVD Workgroup - prep for All Directors presentation

- Columbia County Library Board (in-person)
- SCLS Staff Meeting (twice per month)
- Consultant Team Meeting
- Orientation Meeting with Tim Drexler
- All Directors Meeting
- Tanya Cobb at UW Madison - getting the word out about library job openings
- Cottage Grove Library Board Members - discussion about moving forward on opening new library
- Wisconsin Library Association (WLA) Intellectual Freedom Special Interest Group Meeting
- Shannon Schultz - assistance for Wyocena
- Discussed with Megan Schliesman and Karli Pederson, WLA Conference Proposal for November 2022
- Projects
  - Top 5 (weekly)
  - Online Update (Every other week)
  - System Annual Report information completed
  - Updated SCLS Foundation website donor page and quarterly newsletter
  - Prepared and sent out authorization letter to member libraries to bill adjacent county reimbursement
  - Prepared and sent out in county reimbursement spreadsheets
  - Verified County Clerk information
  - Prepared and sent out County Appointee Calculations
  - Prepared and presented Intellectual Freedom webinar
  - Made updates to SCLS website front page slideshow
  - Continued to assist with director searches for McMillan, Mazomanie, Vesper, Spring Green, Wyocena, New Glarus, and Amherst
  - Assisted two libraries with Annual Report corrections
- Training
  - ALA Webinar - Facing the Challenges: Intellectual Freedom in Libraries
  - Pioneer Library System Webinar - Trustee Workshop: A Board's Guide to Book Challenges in Public Libraries
  - ALA Webinar - Challenges & Crises: Preparing Your Board of Trustees
  - Ryan Dowd Webinar - Service Animals, Your Obligations Under the ADA
  - ALA/United for Libraries Webinar - Keeping Governance on Track, Part 1
  - Monthly Infosec training