

Director's Report

April 2022

Meetings and Visits

I continue to participate in the weekly system directors meetings hosted by the Department of Public Instruction (DPI) staff.

Corey Baumann, Kerrie Goeden and I met several times to work on a cost formula for delivery fees. We also met with the Delivery Cost Formula Work Group on the project.

The coordinators meeting for the past month has been dedicated to the 2023 budget and the new building.

I have made appointments to meet with 4 new library directors to conduct their orientation to SCLS. I met with Brian Cole, Mazomanie Director, on May 9th and Elizabeth Gburek of Amherst on May 20.

Tracie Miller and I met with the directors of Marathon County Public Library and Marshfield Library to conduct their annual closed border meeting on May 10.

I attended the Wisconsin Public Library Consortium annual meeting which was followed by their board meeting on May 11. Later that same day the System and Resource Library Administrators' Association of Wisconsin met.

Kerrie Goeden and I met with the Dane County Comptroller, Charles Hicklin, on May 12 with representatives from Baird Financial Services. We discussed the proposal of having Dane County work in partnership with SCLS on financing its new building. Mr. Hicklin will research the proposal more thoroughly and get back to SCLS. On May 16 Kerrie Goeden and I met again with Baird to follow up on our options with the recent increase in interest rates.

I attended the May 13 COLAND meeting. My last meeting will be in July 2022.

I attended the Marathon County Public Library Board meeting on May 16. There was no discussion of their future plans for system membership.

The All Directors meeting was May 19th. A new voting system was piloted at the hybrid meeting at Olbrich Gardens. SCLS is working on how to best serve its members at various remote sites while offering a virtual option. The members approved a change in circulation policies that will allow the circulation of multi-part fiction television series and mini-series DVD sets together, (instead of as individual DVDs). The policy was impacted by patrons' pandemic habits of binge-watching titles.

Foundation (SCLSF)

The board approved tax forms 990 and 1952 for submittal to the government. They also approved using both the 2022 & 2023 disbursement amounts including the SCLS portion for the new building. It is a total of \$21,153.76. They will also release the current interest which is estimated at \$16,000. The money will be used to support the purchase of items in the new building that benefit members e.g. meeting rooms, furniture, and the outfitting of the professional collection space.

The 2022 Cornerstone will be held at the Lone Girl Brewing Company in Waunakee on September 15. Money raised from the event will be used to support the professional collection in the new building.

Building Needs Assessment Work Group (BNAW)

The new building bid opening was May 12. Seven bidders were present at the opening. All of the bids came in higher than the projected Keller budget amounts. There were 27 bid units. SCLS did not receive any bids on several critical units including earth work & utilities, masonry, carpentry, building insulation, and landscaping. Keller staff did spend 2 weeks calling construction companies to encourage them to bid. The total cost of the project with this information is over \$9 million. The current budget is \$7 million: \$5.5 million via the Board of Commissioners of Public Lands (BCPL) at 4% interest; \$0.5 million from SCLS contingency, and an additional \$1 million to come via BCPL at 4.75% if we apply soon.

BNAW met on May 16 and 19 to discuss possible alternate paths and to draft a list of options.

Option A: Build full building as it is 32,000 sq. ft.

Option B: Build only the Delivery side of the building

Option C: Purchase existing office building

Option D: Purchase office building and continue to lease Delivery

Option E: Keep leasing and walk away from new construction.

The work group will begin reviewing possible buildings to purchase with our realtor D. Haug. The pandemic has created an inventory of office buildings due to many companies moving to remote staffing. This same market has made warehouses and delivery facilities more expensive and scarce. At the same time, the work group will evaluate what space and services is required in a downsized facility if we continue forward with construction. The July 13 ground breaking party will be postponed. Devin Flanigan of Keller will attend the board meeting and we will reserve time on the agenda to answer questions and have a robust discussion of our future steps.

Personnel

We are excited to announce that 3 libraries have hired new directors since last month. They have all started in their new positions.

Amherst has hired Elizabeth Gburek as their director.

Vesper has hired Wendy Wilson as their new director.

Wyocena has hired Darrell Fehd as their new director.

Spring Green has hired their former director, Carrie Portz, to be the interim director for this summer.

Assistant State Superintendent Tessa Michaelson Schmidt will be leaving her leadership role at the Department of Public Instruction (DPI) in the Division for Libraries and Technology to be the new director of the Cooperative Children's Book Center at UW.

Record Retention

SCLS has not formally adopted the State of Wisconsin Public Records Board General Record Schedules. This is an oversight that SCLS would like to correct. SCLS management staff has been attending training and presentations on the record management rules. SCLS has used the schedules for years but needs to take the final step of having the SCLS Board of Trustees accept the General Record Schedules at a board meeting.

“General Record Schedules (GRSs) are a mechanism for systematic retention and disposition of similar types of records across all government units. GRSs eliminate the need for state agencies to develop and seek approval of their own records retention disposition authorizations (RDAs). They lend consistency to recordkeeping across all government units and provide assurance of accountability to the public. The Public Records Board (PRB) supports the development of, and has approved, GRSs in several functional areas. Their policy statement mandates usage and implementation of these schedules, as well as outlines a process and requirements that state agencies must use to opt out of any or all of them, in whole or in part. It also provides implementation guidance and frequently asked questions.

The Public Records Board is responsible for the preservation of important State records, the orderly disposition of State Records that have come to the end of their life and cost-effective management of records by State agencies. The UW System Administration, all UW campuses, all Wisconsin counties, municipalities or other local units of government must complete and submit the GRS Adoption form to notify the PRB of their intent to opt in to a GRS.”
Copied from <https://publicrecordsboard.wi.gov/Pages/home.aspx>

Good News

The Department of Public Instruction (DPI) extended the deadline to submit requests for ARPA grant financial reimbursements until 12/31/2022. They were originally due June 30, 2022. This gives systems and libraries more time to purchase and receive equipment during this time of damaged supply chains.

Respectfully submitted by,

Martha Van Pelt

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