

May 2022 Report for Board and AC (April 13 - May 10, 2022)

Deb

- Continuing to work with Stoughton about the children's area—updating quotes, designing a new service desk, placing orders for furniture.
- Continuing to work with Lodi to finalize timeline for children's area
- Looking for fabrics to reupholster lounge chairs and teen bench seats for Cross Plains.
- Coordinating furniture installations for a few libraries.
- Getting reupholstery quotes for Lakeview. Working on paint selections and getting a new sign for board book shelving.
- Met with Black Earth to talk about flooring and Space Planning Assessment. Will be doing some preliminary Space Needs assessment. Did a brief ADA assessment of their space. Ordered a new desk for director
- Met with Wis Dells to discuss a new local history room. Sent furniture layouts. Found display units and got a quote
- Working on office layout options for Reedsburg staff.
- Got a quote for office furniture for Poynette. Placed the order.
- Met with Hawthorne to discuss replacing computer stations, new signage and a display shelving unit.
- Working with Oregon on their new building layout design, workflow and collections shelving needs.
- Working with BNAW (Building Needs Assessment Workgroup) on the new SCLS office. Will be working up a preliminary furniture list and budget.
- Working on Summer Library Program 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**
 - Understanding Why Diversity, Equity, and Inclusion Matters in Majority White Spaces for 118 people (255 registered). This was the final webinar in the Wisconsin Libraries Talk About Race series.
 - CCBC Shorts for 14 people (37 registered)
 - Grant Seeking Basics for 38 people (63 registered)
 - Reentry Resources & Programs for 24 people (46 people registered)
 - Hosted by Bridges Library System and co-hosted by Mark Jochem
- **Meetings/Conferences hosted/attended**
 - With Shawn Brommer, presented the Oregon Inservice on April 15 for 20 Oregon staff members
 - State Agency Librarians on April 20 for 9 librarians
 - Adult Services/Programming Librarians Meeting for 7 attendees
 - Attended the quarterly Webinar Facilitators Meeting (a nationwide meeting of continuing education consultants)
 - Attended the monthly statewide Continuing Education Consultant meeting
 - Attended a meeting with Minnesota State Library staff about the Wisconsin Libraries Talk About Race project
 - Attended the quarterly Wood County Library Board meeting in Wisconsin Rapids

- Attended an Association for Talent Development - Madison Area Chapter webinar on change management
- Attended the bi-monthly all staff meetings
- **Upcoming Webinars/CEs**
 - RA (Readers Advisory) for All: Flip the Script and Think Like a Reader on May 17 at 1 p.m.
 - CCBC Shorts, May 18 at 9 a.m.
 - You Got the Grant - Now What? A Recipe for Grant Writing Success, Part 2, May 25 at 1 p.m.
 - Adult Mental Health First Aid, June 1 and 3 or June 8 and 10
 - Booktalking Your Way to the Friendliest Library in Town, June 14 at 10:30 a.m.
- **Statewide Events/Projects**
 - Met with Lisa Shaw about Trustee Training Week webinar
 - Confirmed John Chrastka of EveryLibrary as a presenter for Trustee Training Week
 - Started planning for Wild Wisconsin Winter Web Conference 2023
 - Contacted Doug Crane for a presentation for Tech Days 2022
- **IDEA Project (LSTA 2021-22 Project)**
 - Hosted Understanding Why Diversity, Equity, and Inclusion Matters in Majority White Spaces for 118 people (255 registered). This was the final webinar in the Wisconsin Libraries Talk About Race series.
- **Director Support & Certification**
 - Met with Andy Barnett from the McMillan Memorial Library
 - Met with Brian Cole, the new director of the Mazomanie Free Library for his new director orientation
 - Met with Lizzie Gburek, the new director of the Lettie Jensen Library in Amherst for her new director orientation
 - Answered questions from library directors about various topics
 - Processed Continuing Education Grants for 2 member library staff and WLA memberships for 2 directors
 - Awarded Scholarships for four library staff for the Public Library Association Conference and three for the Wisconsin Association of Public Library Conference
 - Validated Summations for 2 library directors
 - Transferred Certification information for library director moving to another system
 - Answered questions about the certification courses for new directors
- **Coordinator duties**
 - Met with Consultant Team for regular check-in meetings
 - Attended regular Coordinator meetings
 - Attended the Building Needs Assessment Workgroup (BNAW) meetings
 - Led the monthly Consultant Team Meeting
- **Other Projects/work/meetings**
 - Consulted with member library staff about OverDrive Support
 - Finished up the library visit questions for SCLS staff to use during our annual visits
 - Worked with Brian Hahn on the database team to compile and send out Database Inventory Spreadsheets for the Department of Public Instruction
 - Working with Shawn Brommer on an Inservice Workshop for Oregon

- Sent out a survey to the Interlibrary Loan email list
- Provided consultant names for library director looking for assistance with an inservice
- Prepared for All Directors meeting at Olbrich - catering, equipment for hybrid meeting, etc.

Mark

- **General:**
 - Attended Green County Library Director and Library Board Meeting
 - Attended Carnegie-Schadde Memorial Public Library expansion groundbreaking ceremony
 - Visited Rock Springs Library and Reedsburg Public Library to see the libraries and meet with staff
 - Registered to attend WAPL (Wisconsin Association of Public Libraries) Conference May 11-13.
- **Inclusive Services:**
 - W/Shawn Brommer facilitated a SOCR (Strengths, Opportunities, Culture, and desired Results) exercise for the Sun Prairie Diversity Equity Inclusion (DEI) Committee on April 14, 2022
 - Met with Jess Bowers to discuss alternative options for Social Work Intern Cohort participating options in Adams, Wood, and Portage
 - Libraries Talk about Race Project:
 - Coordinated a facilitated Libraries Talk about Race project discussion, scheduled as a WAPL Conference session.
 - Hosted and Facilitated Libraries Talk about Race Project: Why DEI matters in Majority White Spaces on May 4, 2022
 - Made significant revisions to the Independent Study portion of project webpage: <http://www.wislibidea.com/independent-study/>
 - Attended a Ripple Project committee meeting
 - Attended the documentary showing and discussion of *Race: Power of an Illusion (Episode 2)* as part of the Ripple Project at Monona Public Library
- **LAWDS (Libraries Activating Workforce Development Skills) Project:**
 - Planned a presentation for the WAPL (Wisconsin Association of Public Libraries) conference with Beth Tomev (DPI), Cole Zrostlik (Winding Rivers Library System), and Millie Coby (Employ Milwaukee)
 - Planned a training for the Wisconsin SHRM (Society of Human Resource Managers) job services volunteers with Chris Baker (Portage Public Library), Beth Tomev (DPI), and Martha Berninger (DPI). As of May 3rd, over 80 volunteers statewide have applied to provide job services in libraries.
 - Created a report on LAWDS activities for the May Systems and Resource Libraries Administrator's Association of Wisconsin
- **Workforce Development:**
 - Co-organized and hosted the webinar: "Reentry Resources and Programs for Your Community" on April 27th. 22 attendees for the live session
 - Scheduled to provide a digital literacy webinar on Thursday, June 23rd at 10 AM
 - Attended the monthly Workforce Development Board of South Central Wisconsin Business Services meeting
 - Collected and sent out to member libraries workforce events and trainings for May 2022

- Met with Bruce Kahn of Madison SCORE to discuss business services/training opportunities for small businesses and entrepreneurs

Rose

- Email & phone contacts: advised on posting summer reading links and homepage styling (Albany), advised on Google Analytics changes (Stoughton), provided website database backup file (Madison), advised on PayPal button question (Lodi).
- Library websites:
 - Website theme/config changes: Albany, Pardeeville, Waunakee, Sun Prairie.
 - Tested & implemented Drupal core & module updates.
- Drupal 9 upgrade: continued project planning, migration and configuration testing.
 - Wrote end-user documentation for webforms, Layout Builder, images with links.
 - Drupal 9 migration project communication & scheduling.
 - Sites migrated to Drupal 9: Sun Prairie, Waunakee, Prairie du Sac, Randolph, Monticello, Black Earth.
 - Site migrations in progress: Plain, Portage, McFarland, Rome.
 - Site migrations queued: WI Dells, Rock Springs.
- Committees: posted Library Innovation Subcommittee meeting minutes, attended Discovery Interface user group meeting.
- LINKcat: Discovery Layer JavaScript & CSS tweaks.
- SCLS website: updated pages about new building, set up contact form for new Board of Trustees member.

Shawn

- Youth Services:
 - Served on the hiring committee for the Director search for the Cooperative Children's Book Center (CCBC), a library of the School of Education on the UW Campus that serves public and school libraries in WI.
 - Meeting with new youth services librarians and directors to provide overview of SCLS services.
 - Facilitated monthly check-in meeting with SCLS youth services librarians.
 - Hosted the bi-monthly meeting of WI public library system youth services consultants
 - Answered questions about hiring new youth services librarians
 - Provided assistance with summer library program planning
 - Answered questions about collections, weeding, and maintenance of library materials
- Inclusive Services:
 - With Mark Jochem
 - Facilitated discussion with the Equity, Diversity, and Inclusion subcommittee of the Sun Prairie Public Library Board. I synthesized our discussion notes, which will help the subcommittee develop a charge and vision of service.
 - Working together to help connect SCLS libraries to interns at the UW-Madison and UW-Stevens Point schools of social work.
- Community Engagement and Collaborations:
 - Helping local foundations connect offers of financial donations for summer library program activities to member libraries.
 - Working with Madison Mallards to distribute online ticket vouchers (instead of paper coupons) for summer library program incentives.
 - Working with Wisconsin Humanities Council to connect public libraries to community projects:

- [Community Powered](#)
 - [Love Wisconsin](#)
- With Jean Anderson, facilitated an inservice to Oregon Public Library Staff to help identify staff values and vision (on-going project summer of 2022).
- Collection Development assistance
 - Answered questions about weeding collections
 - Answered questions about recent nation-wide book challenges
 - Helped libraries identify resources for diverse books
 - Taking the lead on setting up a system-wide work group that will meet to discuss collection development and materials selection issues.
- Webinars, meetings:
 - Attended Understanding Why Diversity, Equity, and Inclusion Matter webinar
 - Co-hosted the monthly CCBC Shorts webinar
 - Co-presented a webinar on sustainable library service (with Rhonda Gould, in-coming director of North Shore Library, Milwaukee County)
 - Attended webinars about Beanstack, the online record keeping application for library program registration (purchased through federal Library Services & Technology Act funds via DPI)
 - Attended SCLS staff meetings
 - Attended weekly check in meetings with Jean Anderson
 - Regular meetings with Mark Jochem to discuss shared projects

Tamara

- Uploaded new materials for Angie W. Cox Public Library (Pardeeville), Rock Springs Public Library, Waunakee Public Library, Lodi Woman's Club Public Library, and Poynette Area Public Library to CONTENTdm.
- Finished the project of updating copyright statement metadata of older collections in Recollection Wisconsin.
- 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 1,083,960 views.
- Gave a presentation about Recollection Wisconsin and SCLS digitization projects for the Poynette Area Public Library.
- Attended (virtually) the WPLC (Wisconsin Public Library Consortium) Historical and Local Collections Committee meeting.
- Provided metadata training to staff and volunteers of the Rock Springs Public Library.
- Updated software on laptops in the flatbed scanning kit, the cassette tape conversion kit, and the slide scanner kit.
- Listened to webinars: Library of Congress Preservation Week, the Public Library of America (DPLA) Brownbag April meeting, and CONTENTdm Connect.
- Attended (virtually) the Midwest Archives Conference.

Tim

- **Peer library salary analysis:**
 - Wrote a Python script to automatically create Excel spreadsheets with salary comparison data for every SCLS library. We can run the script on an annual basis and save the output files to make them accessible to SCLS staff whenever they are needed.

- **Madison Public Library (MPL) Data Team:**
 - Provided Molly Warren (MPL Collection Development) with item ISBN data used by the Ingram Content Group's collection diversity auditing service.
 - **Dane County patron mapping:** Developed an automatic process for cleaning patron address data with a standardized procedure for additional manual cleanup. Initial results from the US Census Geocoding service were encouraging, showing an 87% match rate to the input data. Subsequent steps will involve analyzing geocoding results to look for systematic errors that could be corrected and improve the match rate.
- **Scripting and development:**
 - Collaborated with the SCLS Scripting and Reports team to write a Python script capable of re-formatting timestamp data associated with online form submissions. The script converts form data exported from websites using the Drupal 7 platform to render it readable by Drupal 9 modules.
 - Used Google Forms and Google Sheets to develop a procedure that will allow simplified online voting at SCLS All Directors meeting. Formulas included in the Google spreadsheet set library voting eligibility, calculate results based on voting shares, and report which libraries have yet to vote. The spreadsheet also summarizes the votes and updates a data visualization dashboard showing results in near real-time.
 - Worked on adapting the process used by the Scripting & Reports Team to update online database usage tracking dashboards. Adjustments were necessary due to the deprecation of a data connector element in the latest version of Tableau's data visualization software. The new process should (hopefully) not only provide a workaround for this issue but also simplify the monthly dashboard updates overall.
- **Other items:**
 - Began tracking data and development requests in the SCLS Help Desk ticketing system.
 - Attended a Library Innovation Subcommittee meeting for the first time in April.
 - Assisted Rose Ziech and Kerri Hilbelink with a bug fix for an image sizing issue on the Monticello Public Library Drupal 9 development website.
 - Completed SCLS staff orientation meetings.

Tracie

- **Meetings**
 - Library Innovation Subcommittee
 - SCLS Database Team
 - Columbia County Directors Meeting
 - Monticello Director Search Committee Meeting
 - Cottage Grove Library Board Meeting (Examining possible new library in Cottage Grove)
 - SCLS Foundation Meeting
 - Wyocena Library Board Meeting (discussed funding issues and option for staying open)
 - Wisconsin Library Association Intellectual Freedom Special Interest Group Meeting
- **Projects**
 - Online Update (every other week)
 - Top 5 weekly
 - Updates to SCLS Website
 - Updates to SCSL Foundation Website
 - Assisted with Collection Management Policy Review (POY)
 - Assisted with Weapons Policy research (BLV)

- Answered questions about video surveillance and local authorities (BLV)
- Worked with Mazomanie, Wyocena, Amherst, Vesper, New Glarus, Spring Green, Brodhead, and Monticello as they conducted director searches. Assisted with ad placement, interview questions, etc
- Working with Megan Schliesman, Karli Pederson and Melissa Prentice on a proposal for the Wisconsin Library Association Conference in November
- Training
 - Mock Board Meeting Webinar
 - Enhancing Your Workplace Webinar
 - Infosec Monthly Training
 - Fighting Fake News