

June 2022 Report for Board and AC (May 11 - June 8, 2022)

Deb

- Continuing to work with Stoughton about the children's area—updating quotes, designing a new service desk, placing orders for furniture.
- Looking for office chairs for Cross Plains
- Met with DeForest to discuss new carpet and reworking the storytime room (flooring and cabinetry). I will be looking for carpet/flooring options.
- Working on paint selections and getting a new sign for board book shelving for Lakeview.
- Working on office layout options for Reedsburg staff.
- Met with Meadowridge to get quotes for meeting room tables and tables/chairs for the window area.
- Updating furniture quotes for Alicia Ashman Staff lounge
- Working on quotes for Hawthorne computer stations, chairs, new signage and a display shelving unit.
- Working with Oregon on their new building layout design, workflow and collections shelving needs.
- Working with the Building Needs Assessment Workgroup (BNAW) group on the new SCLS office.
- Did a lot of printing of materials for the Summer Library Program. 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**
 - Hosted RA for All: Flip the Script and Think Like a Reader webinar with Becky Spratford for 22 people (39 registered)
 - Hosted CCBC Shorts webinar for 8 people (34 registered)
 - Facilitated the in-person Oregon Public Library's inservice with Shawn Brommer (via Zoom)
 - SCLS co-sponsored Grant program: You Got the Grant - Now What? A Recipe for Grant Writing Success, Part 2 (Mark Jochem provided backup hosting for me) for 11 people (29 registered)
 - Worked with Dan Muxfeld to provide two sessions of Adult Mental Health First Aid for 14 total member library staff members
- **Meetings/Conferences hosted/attended**
 - Attended the Wisconsin Association of Public Libraries (WAPL) Conference in Pewaukee
 - Facilitated the loan of SCLS projectors and mobile labs to the WAPL Conference Committee
 - Hosted the State Agency Librarians meeting
 - Hosted/attended the hybrid All Directors meeting
 - Attended two webinars hosted by WBECS (World Business & Executive Coaching Summit)
- **Upcoming Webinars/CEs**
 - Booktalking Your Way to the Friendliest Library in Town with Becky Spratford on June 14, 2022
 - Hands-on, Hands-off, and Hands-down Helpful: Digital Literacy Resources for Community Members and Staff on June 23, 2022 (presented by Mark Jochem, Workforce Development Consultant)
 - OverDrive Support Course begins June 27, 2022
- **Statewide Events/Projects**
 - Met with Continuing Education Consultants to discuss statewide projects
 - Trustee Training Week

- Finalized all speakers via email and phone call
 - Finished up registration and updated website
- Tech Days
 - Scheduled the two webinars that SCLS is hosting: Overcoming the Email Avalanche and Canva for Teachers and Librarians
- Wild Wisconsin Winter Web Conference
 - I'll be finding speakers for the R&RA track - Reference and Readers Advisory
- **IDEA Project (LSTA 2021-22 Project)**
 - Met with IDEA Team to begin discussing the 2022-2023 grant and direction for the project
- **Director Support & Certification**
 - Met with Wendy Wilson, new director at Vesper, for her New Director Orientation
 - Met with Bailey Anderson, director of the Black Earth Public Library, for her one year follow up visit
 - Met with Natalie Jones, director of the La Valle Public Library, for her one year follow up visit
 - Processed WLA Memberships for 2 directors
 - Answered questions from Brian Cole, new director at Mazomanie, Lizzie Gburek, new director at Amherst, Darrell Fehd, new director at Wyocena, and
 - Provided CE Scholarships to three member library staff
- **Coordinator duties**
 - Attended the BNAW meetings, toured Lakeland University building
 - Met with Consultant Team for our regular check-in meetings
 - Attended the System Directors Meeting for training on record retention
 - With Marty Van Pelt, met with Marian Carney from OCLC
 - Attended regular Coordinator meetings
 - Met with Marty Van Pelt for regular check-in meetings
 - Met with Consultant Team to discuss office space needs for new building
- **Other Projects/work/meetings**
 - Met with Shawn Brommer, Tracie Miller, Kayla Linke, Tim Drexler to discuss the new Collection Development User Group
 - Attended the Compassion Resilience Community of Practice (COP) Meeting
 - Added another Zoom license for SCLS staff
 - Answered OverDrive Support questions from member library staff
 - Updated the Wisconsin Public Library Consortium (WPLC) Digital Buying Pool website and added information about Advantage
 - Scheduled a meeting to discuss the Advantage program for June 15, 2022
 - Working with Craig Ellefson to purchase movie bundles and outdoor programming bundles for member libraries

Mark

- **General:**
 - Attended the WAPL (Wisconsin Association of Public Libraries) Conference in Pewaukee. Volunteered as a room monitor for several sessions.
 - Attended the SCLS All-Directors meeting

- Served as a back-up host for Joy Schwarz (Winnefox Library System) for the CE webinar, “So you got the grant?”
- Attended Green County Director meeting
- Met with consultant team members to discuss building needs
- **Inclusive Services:**
 - Libraries Talk about Race Project (www.wislibidea.com):
 - Hosted a facilitated group discussion for the Libraries Talk about Race project at WAPL Conference.
 - Hosted a facilitated group discussion led by trained participants for the Project. The discussion was the final one scheduled for the series.
 - With Shawn Brommer, held bi-monthly Inclusive Services Check-in meeting
 - Received training for the MemberClicks email platform from Hannah Bunting at the Wisconsin Library Association. This is for work with the Inclusive Services Special Interest Group, a group that I chair.
- **LAWDS (Libraries Activating Workforce Development Skills):**
 - Presented, “Positioning Your Library to Provide Workforce Assistance” at the WAPL Conference
 - Collaboration with WiSHRM (Wisconsin Society of Human Resource Managers):
 - This partnership between WiSHRM would place Human Resource volunteers in libraries to provide 1-on-1 job services to job seekers
 - Attended, “LAWDS Project Collaboration with WiSHRM” – the session introduced the partnership to the library community
 - Sent out ‘Heads-up’ emails to member libraries with WiSHRM volunteers in their areas. As of June 1st there are 92 volunteers, many in the SCLS service area.
 - Provided second volunteer orientation along with Beth Tomev (DPI) and Chris Baker (Portage Public Library) to the WiSHRM volunteers on June 1st.
 - Met with Beth Tomev (DPI), Cole Zrostlik (Winding Rivers Library System), and Millie Coby (EmployMilwaukee) to discuss additional training sessions as part of the LAWDS Project
- **Workforce Development**
 - Scheduled and publicized webinar, “Hands-on, Hand-off, Hands-down Helpful: Digital Literacy Resources” webinar for June 23rd
 - Working with Martin Alvarado at Madison Public Library, on exploring institutional library cards for workforce development staff. The digital cards would allow workforce development staff to access digital resources for research and information purposes.
 - Compiled and broadcast workforce events to share with member library staff in all SCLS counties
 - Attended Workforce Development Board of South Central Wisconsin (WDBSCW) Business Services monthly meeting
 - Attended quarterly meeting between Julie Enloe (WDBSCW) and neighboring library systems

Rose

- Email & phone contacts: added website editing account (Mazomanie), assisted patron with contacting appropriate library for account login assistance (Madison), provided information about moving RSS-to-email newsletter subscriptions from FeedBurner to MailChimp (WI Dells), provided steps for website editing account password reset (Amherst), troubleshooting image upload (Cross Plains).
- Library websites:
 - Website theme/config changes: Sun Prairie, Portage County, Waunakee, Prairie du Sac, Belleville.
 - Tested & implemented Drupal core & module updates.
 - Tested & planned for PHP 7.4 upgrade.
- Drupal 9 upgrade: continued project planning, migration and configuration testing.

- Drupal 9 migration project communication & scheduling.
- Site migrations in progress: Plain, Portage, McFarland, Rome.
- Site migrations queued: Amherst, Columbus, Cambridge.
- Assisted Madison Public Library staff with Drupal 9 site setup for Wisconsin Book Festival website migration.
- Committees: attended Discovery Interface Subcommittee meeting, helped coordinate future Collection Development User Group activities, drafted & sent Library Innovation Subcommittee agenda.
- LINKcat: Discovery Layer JavaScript & CSS tweaks.
- SCLS website: updated Locally Subscribed Resources page.

Shawn

- Youth Services:
 - Served on the Cooperative Children's Book Center director interview committee
 - Worked with Dean Medical Group Foundation to secure a \$500 donation to the SCLS Foundation to support Summer Library Programs throughout the system
 - Hosted the monthly online check in meeting for youth services librarians
 - Met with new youth services librarians and their directors
 - Answered questions about Summer Library Program planning
 - Answered questions about hiring new youth services librarians
- Inclusive Services:
 - With Mark Jochem
 - Working with the Diversity, Equity, and Inclusion subcommittee of the Sun Prairie Public Library Board to identify charge, purpose, and activities
 - Co-hosted online check in meeting for inclusive services librarians
 - Continuing to work with the Schools of Social Work at UW-Stevens Point & UW Madison to coordinate the social work interns in public libraries project
 - With Mark Jochem and Jean Anderson
 - Working on the statewide IDEA project with system staff from other public library systems
- Community Engagement and Collaborations:
 - With Jean Anderson, working with the staff of the Oregon Public Library to identify staff values and vision of service
 - Met with staff from the WI Humanities Council to discuss the role of WI's public libraries in two projects:
 - Community Powered (Community Engagement project)
 - Wisconsin Stories (Celebrating WI People and Culture project)
- Met with other staff at SCLS to discuss the creation of the Collection Development User Group and its purpose
- Meetings and webinars
 - Bi-monthly all staff meetings
 - Check in meetings with Jean Anderson
 - CCBC Shorts webinar
 - New trends in publishing webinars
 - Met with colleagues to discuss new building needs

Tamara

- Uploaded new materials for Rock Springs Public Library, Waunakee Public Library, and Poynette Area Public Library to CONTENTdm.
 - The materials will be included with the June harvest to Recollection Wisconsin and the Digital Public Library of America (DPLA).
 - SCLS member libraries will have 99 new items (made up of 1,131 pages/files) in Recollection Wisconsin after this harvest.
- Responded to emails and provided guidance to library staff about digitization projects.
- Attended the Sauk County Library Board meeting at Kilbourn Public Library (Wisconsin Dells).
- Attended (virtually) the International Internet Preservation Consortium (IIPC)/Library of Congress Web Archiving Conference.
- Resumed looking into the CONTENTdm optical character recognition (OCR) tool's spellchecker issues with an OCLC Support Specialist.
- With Tim Drexler, updated the Recollection Wisconsin data dashboard.
 - Items from SCLS member libraries' collections have had 1,119,937 views.
 - 7,043 records (made up of 76,862 pages/files) are available online.
 - Year to date item views (January to May 2022) are up by 27,368 compared to January thru May 2021.

Tim

- **Local Holds Work Group:**
 - Collaborated with the Local Holds Work Group and SCLS ILS staff to identify data relevant to monitoring the impact of the local holds pilot project. Potential data points include the time required to fill holds, the ratio of items loaned to items borrowed per library, system-wide circulation, and local collection checkouts. SCLS tracks each of these data dimensions in existing reports, which will enable the comparison of data collected during the piloting period to historical trends.
- **Peer library salary analysis:**
 - Worked with Jill Porter at Marshfield Public Library to develop a custom report comparing staff salaries between Marshfield PL and its peer libraries.
- **Madison Public Library (MPL) Data Team:**
 - Met with the MPL Data Team and City of Madison Data Team members to discuss data gathering and reporting plans related to the Results Madison project.
 - **Dane County patron mapping:** Using a modified version of an R script developed by Nathan Shipley of the City of Madison Data Team, I geocoded a cleaned data set of patron addresses to match them with US Census tracts, block groups, and blocks. After aggregating the number of cardholders in each geographic unit, I used Tableau to create a prototype visualization mapping the distribution of patrons throughout Dane County. Further work will involve refinements to the data presentation and incorporation of demographic data related to MPL service areas.
- **Scripting and development:**
 - Continued work to modify the process for updating online database usage tracking dashboards every month. This project has revealed many subtle complications that have taken more time to resolve than I expected. However, I believe the extra work will be worthwhile and should result in an easier and more accurate update process.
 - Worked with the SCLS Scripting and Reports Team to plan for an upgrade to the Python installation on the SCLS scripts server.
- **Other items:**
 - At the request of Portage Public Library, updated the Fast Facts dashboard with preliminary public library service data from 2021. The dashboard is available from the SCLS Tableau Public

profile page:

<https://public.tableau.com/app/profile/scls/viz/AnnualLibraryReportFastFacts2009-2015/LibraryFastFacts>

- Assisted Rose Ziech and Kerri Hilbelink with a bug fix for an image sizing issue on the Portage Public Library and McFarland Public Library Drupal 9 development websites.

Tracie

- Meetings
 - Wisconsin Marking Cohort Meeting
 - Marshfield/Marathon County Closed Border Meeting
 - All Directors Meeting
 - Columbia County Library Board Meeting
 - Wisconsin Library Association Intellectual Freedom Monthly Meeting
 - Collection Development User Group Meeting
 - Consultants - Building Needs Meeting
 - Monday Morning Meeting - Staff
 - Consultant Meeting
- Projects
 - Top 5 (weekly)
 - Online Update (every other week)
 - SCLS Foundation Newsletter and Donor Page update
 - SCLS Webpage Slide update
 - Adjacent County Reimbursement Forms for County Clerks
 - Melissa Aro (DPI) Annual Report Data Review
 - Assisted Monticello & Brodhead with Director search
 - New Director Orientation for Brian Cole at Mazomanie
- Training
 - Infosec Monthly Training
 - Fake News Webinar
 - First Amendment Audit Webinar