

## **August 2022 Report for Board and AC (July 13 - August 10, 2022)**

### **Deb**

- Continuing to work with Stoughton about the children's area—Coordinating installation dates. Still need to work on signage and designing service desks. Will be going down for a furniture installation on the 22<sup>nd</sup> of August.
- Sent Randolph modified floor plans, signage designs and quotes (ordered) and paint ideas.
- Met with DeForest to discuss new carpet and reworking the storytime room (flooring and cabinetry). After the most recent meeting, following up carpet layout ideas, furniture selections and upholstery selections for reupholstering existing chairs.
- Working on office layout options for Reedsburg staff. Sent plans and ideas for furniture, layout and work island options.
- Met with Meadowridge and sent quotes for meeting room tables and tables/chairs for the window area.
- Met with Hawthorne about computer stations, chairs, new signage and a display shelving unit. Will be working on sign designs and getting quotes. Met with Jane for the Hawthorne/Pinney Annual library visit.
- Working with Oregon on their new building layout design, workflow and collections shelving needs.
- Working with Cottage Grove Library Board providing information about a new library building. Will be meeting with a Village Board member and Library Board member.
- Met with Rio to discuss a new circ desk and reorganizing some spaces/collection. Sent ideas for circulation desk layout and computer desk ideas.
- Working with various libraries for small quotes for various items and coordinating installations. Answering various questions about building costs.
- Working with BNAW (Building Needs Assessment Workgroup) on the new SCLS office.
- 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**
  - None in July/early August
- **Meetings/Conferences hosted/attended**
  - Hosted July All Directors meeting at the Wintergreen/Clarion Suites in Wisconsin Dells and online via Zoom
  - Hosted monthly State Agency Librarians Meeting via Zoom
  - Attended the quarterly Wood County Library Board meeting
  - Attended the Library Innovation Subcommittee meeting
- **Upcoming Webinars/CEs**
  - Trustee Training Week, August 22 - 26
  - Community Fundraising Success Stories, September 13
  - CCBC Shorts, September 21
- **Statewide Events/Projects**
  - Tech Days, September 20 and 21
  - Wild Wisconsin, January 25 and 26, 2023 - finalized speakers for R & RA track
  - Attended monthly Continuing Education Coordinator Meeting

- **IDEA Project (LSTA 2021-22 Project)**
  - Met with IDEA Team members to plan for the 2022-2023 project. SCLS will be the fiscal agent for the project.
- **Director Support & Certification**
  - Met with Amanda Wakeman, Cambria, to review certification tracking and renewal process
  - Answered questions and consulted with library directors on a variety of topics
  - Provided CE Grants for 5 member library staff
  - Updated director information with the Department of Public Instruction (for certification) and WiLS (for database renewals)
  - Connected with library directors with upcoming certification renewals
- **Coordinator duties**
  - Regular check-in meetings with Consultant Team
  - Lead monthly Consultant Team meeting
  - Meet regularly with Marty Van Pelt
  - Attend regular Coordinator Meetings
  - Attended the Wisconsin Public Library Consortium (WPLC) Board Meeting with Marty Van Pelt. I will be the SCLS Representative starting in January of 2023.
  - Updated the
- **Other Projects/work/meetings**
  - Worked with Tim Drexler and Marty Van Pelt on the online voting process for All Directors Meeting
  - Attended regular BNAW meetings
  - Met with Liz Zimdars, Middleton Public Library, to discuss a CE opportunity
  - Met with Clairellyn Sommersmith and others as part of the search committee for the Public Library Development Consultant for Winnefox Library System
  - Worked with Craig Ellefson on the Outdoor Movie Bundles and Outdoor Programming Bundles

## Mark

- **General:**
  - Met with Raina Roloff for SCLS Annual Library Visit to North Freedom Public Library
  - Attended Columbia County Library Board meeting. Delivered report from SCLS.
  - Met with Yesianne Ramirez for SCLS Annual Library Visit to Madison Public Library – Meadowridge Library
  - Vacation July 8 – 12 and August 1 - 5
- **Inclusive Services:**
  - W/ Shawn Brommer, continued work with Sun Prairie Public Library Diversity, Equity, and Inclusion Subcommittee. Assisting the subcommittee to create a report to the Sun Prairie Library Board. Three members of the subcommittee agreed to serve on the editorial committee for the report. The report is expected to be submitted to the Library Board for approval in September.
  - Facilitated Inclusive Services Check-in Meeting with Shawn Brommer
  - Met with Shauna Koszegi to start initial planning for the next project for the Inclusion, Diversity, Equity in Action Team (IDEA Team).
  - Social Internship Cohort Meeting with participating libraries to check-in and identify any changes in needs. Jess Bowes, Field Placement Coordinator from UW-Stevens Point, shared a

draft survey for patrons to identify their social service needs. She also created a staff-facing survey to identify social service needs in their communities.

- LAWDS (Libraries Activating Workforce Development Skills) Project:
  - A final training session for library staff is being planned for September
- Workforce Development:
  - Attended the PAWSC (Portage Area Workforce Service Connection) meeting.
  - Compiled and sent out job seeker events to member libraries in all SCLS served counties
  - Began certification coursework to become a Certified Workforce Development Professional (CWDP) through the National Association for Workforce Development Professionals (NAWDP)
  - Met with Baltazar De Anda Santana, co-founder of Latino Academy of Workforce Development to discuss programs and services to Latino communities and Spanish speakers

## Rose

- Out of office 1 week.
- Email & phone contacts: advised on steps for image sizing (Mazomanie), requesting new staff blog logins (Spring Green); shared steps for setting up web page URL redirects (Portage), clearing filter on content admin page (Mount Horeb), altering a date in a repeating event sequence (Portage).
- Library websites:
  - Website theme/config changes: Waunakee, North Freedom.
  - Tested & implemented Drupal core & module updates.
- Drupal 9 upgrade: continued project planning, migrating websites, and updating documentation.
  - Site migrations completed: Portage, Cambridge. [Full list of migrated sites](#).
  - Site migrations in progress: Dane County, WI Rapids, Dane County Beyond the Page, Albany, Marshall, Stoughton.
  - Site migrations queued: Poynette.
  - Assisted Madison Public Library staff with Drupal 9 site setup for Wisconsin Book Festival website migration.
- Committees: drafted & sent Library Innovation Subcommittee agenda, led Library Innovation Subcommittee meeting.
- LINKcat: Discovery Layer JavaScript & CSS tweaks.
- SCLS website: fixed typo, added archive page for 2021 annual library visit reports, set up contact form for new Board of Trustees member, removed job posting, proof of concept for SCLS Foundation member donate buttons.

## Shawn

- Youth Services:
  - Summer Library Programs are very popular this summer, with many libraries seeing record participation numbers
  - Working with Kelly Allen, Oregon Public Library, and Jean Anderson to identify materials to purchase with \$500 donation from the Dean Foundation
  - Scheduled remaining 2022 youth services check in meetings
  - With Jean Anderson, planning remaining 2022 YS CE workshops and early 2023 programs
  - Connecting with new youth services librarians
    - Answering questions about collection development and materials purchases
- Inclusive Services:
  - With Mark Jochem
    - Met with the Diversity, Equity, and Inclusion (DEI) Subcommittee of the Sun Prairie Public Library Board (July 14).

- Met with Svetha Hetzler, Director of the Sun Prairie Public Library, to determine priorities.
  - Drafted subcommittee charge and report
  - Submitted charge and report to the Editorial Committee of the EDI subcommittee for edits
    - Met with the cohort of libraries who are participating in the Social Work Interns in Public Libraries project.
    - Co-hosted online meeting of Inclusive Services Meeting
  - With Mark Jochem and Jean Anderson
    - Continue to work with the statewide IDEA team to evaluate the Wisconsin Libraries Talk About Race project
- Intellectual Freedom
  - Drafted email content regarding filming in public libraries (with Marty, Jean Anderson, and Tracie Miller)
  - Attending First Amendment Audit webinars, reading articles, and creating draft documents about the topic for SCLS web site.
- Community Engagement and Collaborations:
  - Met with Jennifer Endres Way, Director of the Oregon Public Library, to discuss next steps in the Staff Vision and Values work (to be continued with Mark Jochem).
- Collection Development
  - With Tracie Miller, created email list for collection development librarians: posting articles and items of interest on the list serve
  - Scheduled remaining 2022 collection development librarian check in meetings
- Strategic Planning:
  - Met with Tim Drexler (SCLS) and Jessica Gretzinger, Director of the Mount Horeb Public Library, to determine next steps for the strategic plan.
  - Met with Brian Cole. Director of the Mazomanie Public Library, to discuss strategic plan needs.
- Statewide project coordination
  - Coordinated Stroke Awareness Week distribution for SCLS libraries
  - Helping to coordinate statewide delivery of WI Science Fair materials (with Corey and Delivery staff)
- Meetings and webinars
  - Creating a staff inservice about Teen brain development & behavior for the Waunakee Public Library (to be presented 8/26)
  - Attended Dane Co. Library Directors Meeting
  - Attended and presented at the Sun Prairie Public Library Diversity, Equity, and Inclusion subcommittee
  - Attended SCLS staff meetings and bi-weekly meetings with Jean Anderson
  - Attended Wisconsin Humanities Council webinar about Community Powered Connections to Place
  - Attended Unattended Children's webinar
  - Attended informational session about Transparent languages electronic resource (language learning)

- Attended informational session about Novelist electronic resource (collection development & readers advisory)
- Scheduling annual library visits with member libraries
- Statewide Infosec training (Computer safety)

## Tamara

- Uploading new materials from Poynette Area Public Library, Waunakee Public Library, Angie W. Cox Public Library (Pardeeville), and Rock Springs Public Library to CONTENTdm. They will be included with the September harvest to Recollection Wisconsin and the Digital Public Library of America (DPLA).
- Provided guidance to library staff over email and by phone about digitization projects.
- With Tim Drexler, updated the Recollection Wisconsin data dashboard. Items from SCLS member libraries' collections have had 1,174,534 views. There are 7,068 records (made up of 77,048 pages/files) available online.
- Updated software and did equipment maintenance for digitization kits.
- Took notes for the August Library Innovation Subcommittee meeting.
- Took notes for the August Consultant Team meeting.
- Attended the July Sauk County Library Board meeting.
- Attended (virtually) the July All Directors meeting.
- Met (both virtually and in-person) with volunteers working on the Rock Springs Public Library digitization project.
- Met (virtually) with Joan at Angie W. Cox Public Library (Pardeeville) to discuss digitizing a new collection of local history materials that were donated to their library by a relative of Angie W. Cox.
- Moved SCLS local history materials from the Badger Closet (at SCLS headquarters) into my office. Created a general inventory and box lists of the materials. Many of the materials will be digitized for the history of SCLS digitization project.

## Tim

- **Mount Horeb Public Library strategic planning:** With Shawn Brommer, met with Jessica Gretzinger, the Mount Horeb Public Library Director, to discuss refinements to the data SCLS provided in a draft version of the plan from April 2022. Based on feedback and questions from the library board, I have gathered detailed demographic information for Mount Horeb, including population estimates and projections. Library programming is another area of focus, and I will work on creating data visualizations and comparisons using the most recent programming data available.
- **Madison Public Library (MPL) Data Team:**
  - Resumed work on the Dane County patron mapping project and data visualization enhancements with demographic data from the US Census Bureau. Currently in the stage of data collection and cleaning.
  - Made further progress writing custom reports for MPL Acquisitions in BiblioNation's GetIt module.
- **Scripting and development:**
  - Finished extensive revisions to the monthly update process for database use dashboards. I began testing the new procedures with the SCLS Scripting and Reports Team in July and uncovered some bugs that will require minor adjustments.
  - While working on the dashboard updates, standardized the dashboard designs and brought them up to date using the latest version of Tableau.

- The SCLS Scripting and Reports Team continued to test Python virtual environments and the feasibility of maintaining older Python scripts. The results thus far have all been positive, and the next steps will involve upgrading the version of Python installed on the SCLS scripts testing server.
- **Other items:**
  - Created and deployed a set of online voting forms used to vote on service fees at the SCLS All Directors meeting in July. On the technical side, the forms and their associated spreadsheets appeared to work as planned. SCLS is currently gathering data with a survey on the user voting experience. The survey results will inform potential changes to the forms, spreadsheets, and voting procedures for future meetings.

## **Tracie**

- **Meetings**
  - New Director Meeting - New Glarus
  - New Director Meeting - Pardeeville
  - HQ Staff Meeting
  - Consultant Meeting
  - Marshfield/Marathon Closed Border Meeting
  - Dane County Directors Meeting
  - Annual Report 2022 Team Meeting
  - Intellectual Freedom Conference
  - Check In Meeting with Jean
- **Projects**
  - Confirmed Municipal Clerks for County Library Tax Exemption
  - Completed Annual Report 2022 Pre-check #1
  - Prepared and uploaded new edition of Trustee Update on SCLS webpage
  - Prepared and uploaded new edition of the SCLS Foundation Newsletter on website
  - Updated SCLS Foundation Donor List on website
  - Online Update
  - Top 5
  - Began work on SCLS Foundation Cornerstone
  - Assisted Columbia County Libraries with a new set of reimbursement budget numbers
  - Assigned mentors for new directors
- **Training**
  - InfoSec