

September 2022 Report for Board and AC (August 10 - September 8, 2022)

Deb

- Continuing to work with Stoughton about the children's area—Was on-site for furniture and children's activity wall install. Creating new signs for the space.
- Continuing work with DeForest. Met with Sergenian's to get samples and consult on flooring for the Storyroom area. Ordered samples. Setup a meeting with Chase Lumber to meet at DeForest to discuss what needs to be done to get cabinetry updated and replaced. Continuing to work on selections and upholstery selections for reupholstering existing chairs and flooring options.
- Working on office layout options for Reedsburg staff. Sent plans and ideas for furniture, layout and work island options.
- Ordered furniture for Meadowridge's front window area.
- Met with Hawthorne about computer stations, chairs, new signage and a display shelving unit. Updating quotes for computer tables and chairs—will order. Will continue to work on signage.
- Working with Oregon on their office furniture design layout, workflow and collections shelving needs. Met with Jennifer to get fabric ideas for the children's area. Met with Demco rep and staff to discuss some furniture ideas.
- Continuing to work with Cottage Grove Library Board and Village Rep. I'm providing information about a new library building. Getting them information on building size options and related rough construction costs.
- Working with Lodi to update the kitchenette in the meeting room and staff workroom. New sinks, faucets, maybe countertops. Paint ideas for the staff room.
- Met with Mazomanie to look at possible reorganization of space. Provided information on the art hanging system.
- Met with Black Earth to get info for a new staff workstation and children's computer table. Got quotes for those items and passed them along.
- Looking for storage cabinets for Adams Co. Library.
- Working with various libraries for small quotes for various items and coordinating installations. Answering various questions about building costs.
- Working with the Building Needs Assessment Workgroup (BNAW) on the new SCLS office.
- Working on graphic requests for other materials as needed (friends newsletters, flyers, brochures and a library card)

Jean

- **Webinars/workshops hosted**
 - TTW 2022: Materials Challenges and Your Library from the Trustee Table, 248 registered and 157 attended live
 - TTW 2022: Here to Stay: Recruiting and Retaining Dedicated Library Workers, 175 registered and 99 attended live
 - TTW 2022: Effective & Efficient Meetings: Parliamentary Procedure, 219 registered and 104 attended live
 - TTW 2022: Making Sense & Cents of a Library Building Project: the Library Trustee Role, 178 registered and 84 attended live
 - TTW 2022: From Stories to Action: How to Talk about Your Budget to Activate Support and Secure Funding, 213 registered and 85 attended live
- **Meetings/Conferences hosted/attended**
 - Hosted the Adult Services/Programming Librarians check in meeting

- Attended the bi-monthly all staff meetings
- **Upcoming Webinars/CEs**
 - Community Fundraising Success Stories, September 6 at 2 p.m.
 - Tech Days: Overcoming the Email Avalanche, September 20 at 10 a.m.
 - Tech Days: Making Your Images Ready for the Web, September 20 at 1 p.m.
 - CCBC Shorts, September 21 at 9 a.m.
 - Tech Days: Canva for Teachers & Librarians, September 21 at 10 a.m.
 - Tech Days: What's on the Technology Horizon for 2023, September 21 at 1 p.m.
 - Confirmed speakers for upcoming Youth Programming Workshop
 - Confirmed speakers for fundraising webinars (Collaborating with Winnefox Library System and NEWI)
 - Confirmed speaker for upcoming webinar and All Director Meeting (more information coming soon)
- **Statewide Events and Projects**
 - Tech Days scheduled for September 20 and 21
 - Attended the monthly statewide Continuing Education Consultants meeting
 - Finalized speakers for the R & RA (Reference & Readers Advisory) track for the Wild Wisconsin Winter Web Conference in January of 2023
 - Trustee Training Week - hosted five webinars, uploaded recordings, ordered captions, compiled attendance reports, compiled evaluations, sent thank you emails to presenters
- **IDEA Project (LSTA 2022-2023 Project)**
 - Submitted a project abstract for the 2022-23 LSTA year
 - Scheduled September meeting
- **Director Support & Certification**
 - Met with Elizabeth Clauss, the new director of the Monticello Public Library, for her New Director Orientation
 - Met with Katherine Elchert, the new director of the McMillan Memorial Library, for her New Director Orientation
 - Scheduled meeting with Kyle Domer, the new director of the Brodhead Memorial Library
 - Consulted with directors about upcoming certification courses from the iSchool
 - Validated Summations for directors
 - Processed CE Grants for 5 member library directors taking certification courses
 - Processed WLA memberships for one library director
- **Coordinator duties**
 - Attended regular Coordinator meetings
 - Met with Consultant Team members bi-weekly
 - Attended the Administrative Council meeting
 - Attended the bi-monthly Building Needs Assessment Workgroup (BNAW) meeting
 - Attended the weekly System Director meeting on behalf of Marty Van Pelt
 - With the Consultant Team, worked on updating the Consultant portion of the 2023 Annual System Plan
- **Other Projects/work/meetings**
 - Conducted sound checks for Trustee Training Week webinars

- Assisted Winnefox Library System as a part of the search committee for their new Public Library Development Consultant
- Worked with Tamara Ramski to transition management of the SCLS Professional Collection
- Answered questions about databases and statistics from member library staff
- Answered Outerlibrary Loan questions from member libraries
- Worked with Tracie Miller to order promotional stickers for Library Card Signup Month
- Finished the report for the 2021-2022 Professional Learning LSTA grant
- Answered questions about accessing the Ryan Dowd online training
- Answered questions and comments from Trustees about Trustee Training Week
- Scheduled annual library visits
- Worked with Craig Ellefson to get the Movie Bundles out to libraries and the Outdoor Program bundles ordered (this is part of the various ARPA, LSTA, and System Aid funding for 2022)

Mark

- General:
 - W/Shawn Brommer started to manage the SCLS Facebook page
 - Attended Green County Library Board and Green County Directors meeting
 - Conducted SCLS Annual Visit at Mt. Horeb Public Library
 - Conducted SCLS Annual Visit at Portage County Public Library and Plover Branch
- Inclusive Services:
 - W/Shawn Brommer, contributed to the Inclusive Services portion of the System Plan document
 - W/Shawn Brommer attended Sun Prairie Public Library DEI Advisory Committee to finalize a draft of the committee's report to the library board. The DEI Advisory Committee will present the report on Sept. 8th.
 - IDEA Project (LSTA 2022-2023 Project):
 - Began planning for the 2023 DEI Training Series
 - Working with IDEA Team members to organize an advisory committee to assist with planning and accountability for the IDEA Project
 - Social Work Intern Cohort (w/Shawn Brommer and Jean Anderson):
 - Collaborated with Jess Bowers on creating two social service needs surveys, one patron-facing and one staff-facing
 - Shifting focus for the time being to information gathering and providing continuing education opportunities
- LAWDS (Libraries Activating Workforce Development Skills) Project:
 - Provided update to SRLAAW (System Resource Library and Administrator Association of Wisconsin) Quarter 3 meeting
 - Assisted in planning and organizing a statewide LAWDS training for September 27
- Workforce Development:
 - Met with Brian Cole at Mazomanie Free Library to discuss workforce development.
 - Created a list of Resources for Aging information sheet
 - Pulled demographic and local business information for Mazomanie, Prairie Du Sac, Sauk City, Black Earth, and Arena
 - Updated Dane County Resources on the Resources for Job Seekers webpage
 - Attended the monthly PAWSC (Portage Area Workforce and Service Connection) meeting. I will take a larger role in PAWSC as Portage Public Library finds a new adult services librarian.
 - Organized a training to be held on September 19th for staff at the Wisconsin Department of Workforce Development to learn about the business information databases available from Madison Public Library, presented by Martin Alvarado

- Completed coursework for the Certified Workforce Development Professional from the National Association of Workforce Development Professionals
- Met with Julie Enloe (Workforce Development Board of South Central Wisconsin) and Library System Consultants for quarterly meeting
- Compiled and sent out job seeker events to member libraries in all SCLS counties

Rose

- Email & phone contacts: reported server misconfiguration issue to server host (Madison), provided support for formatting steps (Mazomanie) and layout builder (WI Rapids), added/blocked website editing accounts (Monticello, WI Rapids, McFarland, Portage), provided proof-of-concept for using Drupal 9 webforms for registration, restored website from backup after content deletion (Plain).
- Library websites:
 - Website theme/config changes: Belleville, Randolph, Deerfield, Mount Horeb, Portage, Vesper.
 - Tested & implemented Drupal core & module updates.
- Drupal 9 upgrade: continued project planning, migrating websites, and updating documentation.
 - Site migrations completed: Dane County, WI Rapids, Dane County Beyond the Page, Albany, Stoughton. [Full list of migrated sites.](#)
 - Site migrations in progress: Marshall, Poynette, Belleville, Deerfield.
 - Site migrations queued: Pittsville, Cross Plains, Rio.
- Committees: posted Library Innovation Subcommittee meeting minutes, welcomed new member to Library Innovation Subcommittee.
- LINKcat: Discovery Layer JavaScript & CSS tweaks, copied files to alternate server location to keep LINKcat images & stylesheets online during server maintenance.
- SCLS website: added Paypal donate buttons for each SCLS Foundation member, updated Vesper catalog URL.

Shawn

- General highlights:
 - W/Mark Jochem, began managing the SCLS FB public page and posts
 - Created and presented a staff inservice about Teens and Respect Dynamics for the Waunakee Public Library; facilitated a staff discussion about Teens and Service after the formal presentation.
 - SCLS Annual Plan support:
 - Created content for the youth services section of the plan
 - w/Mark Jochem and Mark Jochem, created content for the inclusive services and partnerships portion of the plan
 - Scheduling and facilitating online Collection Development Check In meetings (new service)
 - Scheduled annual library visits
- Youth Services:
 - Met with new youth services library staff (Albany)
 - Scheduled remaining online youth services check in meetings and collection development discussions through the end of 2022.
 - Working with Jean Anderson to coordinate the annual youth services programming workshop, which will be held on Nov. 11th.
 - Working with Jean Anderson to plan a webinar to be delivered by Debbie Reese
 - Attended meeting with youth services system liaisons from other state public library systems.
- Inclusive Services:
 - With Mark Jochem

- Attended Sun Prairie Public Library DEI Advisory Committee to finalize a draft of the committee's report to the library board. The DEI Advisory Committee will present the report on Sept. 8th.
 - Continued to connect member libraries with schools of social work from UW-Madison and UW-Stevens Point.
 - Mark and I are identifying member library needs and possible CE program topics to be explored in 2023 and beyond
 - Planning online Inclusive Services Check-in meetings
 - With Mark Jochem and Jean Anderson
- Community Engagement and Collaborations:
 - Attended Wisconsin Humanities Council planning committee meeting about Community Powered Connections project
 - Connecting WI Science Fair planners with SCLS member libraries and other WI library systems
- Strategic Planning:
 - Met with Brian Cole, Director of the Mazomanie Public Library, to discuss Strategic Planning needs and next steps.
 - Met with Tim Drexler and Jessica Gretzinger, director of the Mount Horeb Public Library, to discuss strategic plan data needs.
- Meetings and webinars
 - 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 Unattended Children's webinar
 - Attended webinar about First Amendment Audits
 - Scheduling annual library visits with member libraries
 - Statewide Infosec training (Computer safety)
- Vacation Aug 27 - Sept 6

Tamara

- Finished uploading new items to CONTENTdm for the September harvest to Recollection Wisconsin and the Digital Public Library of America (DPLA).
- 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 1,209,081 views. There are 7,116 records (made up of 77,382 pages/files) available online.
- Learned the process of weeding the SCLS Professional Collection from Jean Anderson. Will be working on the project as time allows.
- Met (in person) with Leah at Deerfield Public Library and with Roxanne at Rio Community Library for SCLS annual visits.
- Met (in person) with Joan at Angie W. Cox Public Library (Pardeeville) to discuss digitizing a new collection of local history materials. Provided suggestions on organizing their physical local history materials.
- Local history digital archives back-up project: Participated in several meetings about the project. Working on providing sample content and creating documentation that will be used to test the staging and processing phases of the workflow.

- Reviewed the parts of the SCLS System Plan that relate to local history projects and digitization.

Tim

- **Mount Horeb Public Library strategic planning:** Completed data-related work for the Mount Horeb Public Library strategic plan and delivered two products to Director Jessica Gretzinger. The first was a set of population forecasts for the Village of Mount Horeb based on trends in US Census demographic data and population estimates from the Wisconsin Department of Administration. The projections included data visualizations with breakdowns by various age groups.
The second product was an interactive data dashboard comparing 10-year service data trends between Mount Horeb PL and various groupings of other libraries. The dashboard allows the user to select the comparison group (Dane County libraries, SCLS libraries, etc.) and the metric to compare, such as annual circulation, collection expenditures, or programming attendance.
- **Madison Public Library (MPL) Data Team:**
 - Continued collecting data for the Dane County patron mapping project using the US Census Bureau's application programming interface and the R programming language. Created a script to automate the data retrieval and subsequent data cleaning processes.
 - Developed a set of custom report scripts for MPL Acquisitions in BiblioNation's GetIt module to supplement the default reports and provide alternative means of viewing the data. Currently awaiting feedback from Molly Warren at MPL to determine next steps in refining the scripts and further development.
- **Service & salary data reports:** Staff salary data comparisons continue to be in high demand, and I produced several reports this month for different libraries. These included position-specific comparisons for Spring Green Public Library and Poynette Public Library, as well as a more general service data summary for Belleville Public Library. The Belleville report compiled four years of service data for a group of ten libraries in municipalities that the Belleville Village Board had previously identified as comparable.

Tracie

- Meetings
 - Monday Morning Staff Meeting
 - Consultant Meeting
 - Library Innovation Subcommittee Meeting
 - South Central Library System Foundation Meeting
 - Columbia County Directors Meeting
 - Wisconsin Library Association Intellectual Freedom Special Interest Group Meeting
 - Cottage Grove Library Meeting
- Projects
 - Top 5 (weekly)
 - Online Update (every other week)
 - South Central Library System Foundation Newsletter and Donor Updates
 - Library Tax Exempt Paperwork for Municipal Clerks
 - South Central Library System Foundation Cornerstone Preparations

- Annual Library Visits
 - McFarland
 - Plain
 - Poynette
- New Director Visits
 - McMillan
 - Monticello
- Policy Questions
 - Room Policy - Monona
 - Canvassing - Monona
- Questions about restarting Friends of the Library group - Mazomanie
- Capital Expenditures vs Other Expenditures on the Annual Report - Spring Green
- Salary updates compared to other libraries - Spring Green
- First Amendment Audits and what should the library do - Spring Green
- Computed additional in-county reimbursement percentages for Columbia County
- Assisted Portage Public Library with job announcement posting
- Reviewed Cottage Grove director job description and announcement
- Marketing Cohort - getyourlibrarycard.org sticker order for our member libraries
- Reviewed System Plan
- Training
 - Infosec
 - TTW 2022: Materials Challenges and Your Library from the Trustee Table
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