

October 2022 Report for Board and AC (September 8- October 12, 2022)

Deb

- On vacation this week

Jean

- **Webinars/workshops hosted**
 - Co-sponsored the webinar, Community Fundraising Success Stories with 29 attending (67 registered). The webinar featured two SCLS Directors: Svetha Hetzler, Sun Prairie and Heidi Cox, McFarland
 - Co-sponsored and hosted, People-Centered Fundraising for Your Library
 - Tech Days: Overcoming the Email Avalanche
 - Tech Days: Making Your Images Ready for the Web
 - Tech Days: Canva for Teachers & Librarians
 - Tech Days: What's on the Technology Horizon for 2023
 - CCBC Shorts
 - OverDrive Support Course started on October 10
- **Meetings/Conferences hosted/attended**
 - Attended the bi-monthly all staff meetings
- **Upcoming Webinars/CEs**
 - Updating Your Collection: Selecting & Deselecting Materials with Native Content, October 20 at 1 p.m.
 - CCBC Shorts, October 26 at 9 a.m.
 - Youth Programming Workshop, November 11
- **Statewide Events/Projects**
 - Tech Days webinars: SCLS hosted 2 of the 4 webinars
 - Wild Wisconsin - Coordinating the R & RA (Reference & Readers Advisory) track
- **IDEA Project (LSTA 2021-22 Project)**
 - Planning meetings started in September, Advisory Committee applications being taken right now, more information coming soon
- **Director Support & Certification**
 - New Director visit and email follow up with Kyle Domer, Brodhead
 - New Director visit and email follow up with Katherine Elchert, McMillan (Wisconsin Rapids)
 - New Director visit to Elizabeth Clauss, Monticello
 - CE Grants for 8 member library staff
 - WLA memberships for three SCLS library directors
 - Validated certification for library directors
 - Awarded WLA Scholarships to 6 member library staff
 - Answered a variety of questions from directors
 - Consulted with two directors on ideas for staff development days
- **Coordinator duties**
 - Led the monthly Consultant Team Meeting
 - Attended the regular Coordinator meetings

- Attended the monthly Administrative Council meeting
- Attended the September SCLS Board meeting
- Bi-monthly check ins with Consultant Team staff
- **Other Projects/work/meetings**
 - Attended bi-monthly Building Needs Assessment Workgroup (BNAW) meetings
 - Out of the office from September 16 - 19 and September 26 - October 4
 - Scheduled library visits with Cross Plains, Cambridge, and Pittsville
 - Consulted with Wood County Library Board members and directors on Plan of Service
 - Answered questions about accessing Ryan Dowd's online training
 - Met with WiLS staff, Brian Hahn, and Kerri Hilbelink to discuss database renewals
 - Coordinated a group registration for Pat Wagner's final webinars before she retires. So far, 22 staff members have registered with three more webinars to go.
 - Answered questions about Libby, OverDrive, and Sora
 - Served on the selection committee for the new Public Library Consultant for the Winnefox Library System
 - Scheduled Adult Mental Health First Aid course for November

Mark

General:

- Attended Green County Director's Meeting
- W/Shawn Brommer continued maintaining SCLS' Facebook presence through original posts and shares of content
- Attended SCLS Foundation Cornerstone Event
- Annual Library Visit with Rock Springs Public Library
- Annual Library Visit with Angie W Cox Public Library in Pardeeville
- Attended Library Innovation Subcommittee Meeting

Inclusive Services:

- W/Shawn Brommer:
 - Finalized draft of Sun Prairie Public Library's Diversity Equity and Inclusion (DEI) Committee's report to the library board. Deb Haeffner created a designed document for the DEI committee and library board to approve in October.
 - Starting my role in the Oregon staff values work. Shawn and I will facilitate a workshop for Oregon's staff to define their library's values
 - Hosted a meeting for the SCLS' Social Work Cohort with Jess Bowers of UW Steven's Point Field Coordinator for the Sociology and Social Work program
 - Discussed needs assessment surveys for community members and staff
 - Discussed sharing examples of social services taking place in member libraries and success stories with prospective practicum students
 - Shared information and challenges libraries are facing
- W/ the IDEA (Inclusion Diversity and Equity in Action) Team
 - Created an Advisory Committee Call for Applicants and Application form. This committee will help the IDEA Team identify priorities and evaluate possible continuing education options.
 - Met with Jason Beloungy of Access to Independences, a regional Independent Living Council organization, about accessibility audits in libraries

Workforce Development:

- LAWDS (Libraries Activating Workforce Development Skills) Project:
 - Funding for LAWDS project activities ended on Sept. 30th
 - Attended monthly LAWDS meeting. These meetings will continue on a monthly basis to share information and facilitate connection.
 - Co-presented a LAWDS Training: Using Workforce Assistance Resources For Your Library on September 29th. This presentation highlighted LAWDS resources and the library volunteer partnership with Wisconsin Society for Human Resource Managers. There were 20 attendees, including 4-5 SCLS member library staff in attendance.
- Attended the quarterly Community Steering Committee meeting of workforce service providers in north central Wisconsin
- Attended the Workforce Development Board of South Central Wisconsin, Business Services Workgroup meeting
- Hosted a training program presented by Martin Alvarado of Madison Public Library (MPL) for workforce development staff on how to access MPL's business databases.
- Sent out flyers and information about job seeker trainings and events for the month of October to member libraries
- Met with Gloria J. from Portage Public Library and Carol Sjoblom from Columbia County Department of Health and Human Services to plan the next PAWSC (Portage Area Workforce and Service Connection) meeting

Rose

- Email & phone contacts: offered suggestion about online resource trials question (Marshfield), troubleshooting Google sitelinks issue (Verona), requesting new staff blog logins (Spring Green), troubleshooting CKEditor toolbar issue (Portage County), troubleshooting content save problem (Mount Horeb), investigated suspicious email about website (Madison).
- Library websites:
 - Website theme/config changes: Mount Horeb, Vesper, WI Rapids, Verona, Poynette, Sun Prairie.
 - Tested & implemented Drupal core & module updates.
- Drupal 9 upgrade: continued project planning, migrating websites, and updating documentation.
 - Site migrations completed: Poynette, Belleville, Cross Plains. [Full list of migrated sites.](#)
 - Site migrations in progress: Marshall, Deerfield, Pittsville, Rio, Oregon, Arpin.
 - Site migrations queued: Lodi, WI Dells, Rock Springs.
- Committees: attended Discovery Interface Subcommittee meeting, drafted & sent Library Innovation Subcommittee agenda, led Library Innovation Subcommittee meeting.
- LINKcat: Discovery Layer JavaScript & CSS tweaks.
- SCLS website: set up contact form for new Board of Trustees member, added automatic last-updated date on Bibliovention Support page, troubleshooting file upload issue, updated New Building page, updated Projected Fees, updated Vesper catalog URL on homepage.

Shawn

- General Highlights
 - With Mark Jochem, maintaining SCLS Facebook page
 - Conducted an in-person annual library visit with Vesper Public Library and stopped at the McMillan Public Library afterward to say hi to library staff there - I lingered in the back of the Maker Space area of the library during a maker program and it was really great!
 - With Corey Baumann, arranged for the pick up and delivery of WI Science Festival materials to all WI public library systems.
 - Facilitated first check in meeting for collection development librarians and identifying topics for future discussion
- Youth Services:

- Facilitated monthly youth services check in meeting
- With Heidi Moe, answering questions about the annual Youth Literacy Programming funds provided each year to member libraries and making sure that all libraries spend their funds by mid-Nov.
- Receiving and distributing copies of review books from publishers to member libraries
- With Heidi Moe, coordinating annual puppet order for member libraries
- Answering questions about sensory storytimes, unattended child policies, behavioral issues, and afterschool library usage solutions
- Connected youth services librarians to collection development information and monthly upcoming book previews with publishers
- With Jean Anderson, planning the annual youth programming workshop
- Inclusive Services:
 - Met with DPI staff to discuss their future role in the WI Libraries Talk About Race/IDEA team project
 - Connected library staff to county public health offices to receive information about Narcan training
 - With Mark Jochem
 - Finalized draft of Sun Prairie Public Library's Diversity Equity and Inclusion (DEI) Committee's report to the library board. Deb Haeffner created a designed document for the DEI committee and library board to approve in October.
 - Met with members of the Social Work cohort to discuss continued plans for the Social Work Interns in Public Libraries project
 - Co-hosted inclusive services check-in meeting
 - With Mark Jochem and Jean Anderson
 - Continuing to serve on the planning committee of the Libraries Talk About Race/IDEA project
- Community Engagement and Collaborations:
 - Continuing to work with WI Humanities Council staff to discuss the [Community Powered](#) statewide community engagement program.
- Strategic Planning:
 - With Mark Jochem, continuing to help the Oregon Public Library Staff develop vision and values definitions and statements
 - With Mark Jochem, attending strategic planning meeting of the Sun Prairie Public Library and strategic planning consulting firm
 - Answering questions and helping Mazomanie Public Library Director plan for strategic planning.
- Meetings/Webinars/Presentations
 - Attended bi-weekly all-staff meetings and monthly Consultant team meetings
 - Attended regular check-in meetings with Jean Anderson
 - Attended bi-monthly meeting of Dane County Library Directors
 - Co-hosted monthly CCBC Shorts webinar
 - Met regularly with Mark Jochem to discuss our shared projects
 - Attended E-mail management webinar
 - Attended and publicized Practicing Inclusion webinar

Tamara

- 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 1,237,519 views. There are 7,116 records (made up of 77,382 pages/files) available online.
- Local history archives digital preservation project:
 - Participated in several meetings about the project.
 - Uploaded a batch of sample content to the staging area of an ECS server and created documentation about the workflow.
 - Pre-processing files that will be uploaded to the ECS server once the next steps of the project are established. Renaming, reformatting, and organizing files, as needed, to meet best-practice standards. Created a spreadsheet to track technical metadata and details about the project, including what has been done and what needs to be done.
- Met with the SCLS ILS team to discuss the team sorting, organizing, and digitizing materials (that are held by team members) that relate to and document the history of SCLS.
- With guidance from Jean Anderson, started weeding the SCLS Professional Collection.
- Scanned materials for Angie W. Cox Public Library (Pardeeville) on the Indus BookScanner.
- Took notes for the October Library Innovation Subcommittee meeting.

Tim

- **Local Holds Pilot:** Created a data set and accompanying visualizations with preliminary ILS data generated after the start of the local holds pilot project. To provide more points of comparison between the pilot and historical baseline data, I aggregated several metrics by week rather than by month. The results so far have been ambiguous, but they do not suggest any significant decrease in circulation counts or increase in hold wait times directly caused by the use of local holds. It remains to be seen whether this will shift as the pilot continues and more data is available.
- **Python training:** Attended a week-long virtual training on using the Python programming language. The class was not specific to libraries or data, but I still learned several coding techniques that could be useful for future data projects.
- **Fitchburg Library visit:** Met with Wendy Rawson, Director of the Fitchburg Public Library, for their annual SCLS library visit.

Tracie

- Email/Phone Questions
 - Katherine (McMillan)
 - Callie (Marshall)
 - Jennifer (Oregon)
 - Jodi (Poynette)
 - Roxanne (Rio)
 - Kristie (Pardeeville)
- Meetings
 - Staff Meeting
 - Consultant Meeting
 - Collection Development Meeting
 - Columbia County Library Board Meeting - Cambria

- Projects
 - Top 5 (weekly)
 - Online Update (twice a month)
 - New Director Visits
 - McMillan Public Library
 - Monticello Public Library
 - Visit to Wyocena to assist with how to place a material order and prepare a yearly budget
 - Assisted with South Central Library System Foundation Cornerstone held on September 15
 - Review for Annual Report 2022 including updates to webinar slides
 - SCLS Comparative Pop Served and Card Holders to Vendors Update
 - Mentor Project
- Training/Webinars
 - Infosec Training
 - Overcoming the Avalanche: Three Steps to an Empty Inbox
 - Making Your Images Ready for the Web
 - What's on the Technology Horizon for 2023