

November 2022 Report for Board and AC (October 12 - November 9, 2022)

Deb

- Working with Rome to order new staff workstations and some shelving.
- Continuing work with DeForest. Will be looking at reupholstering chairs and looking for some new lounge furniture for children and teen areas.
- Was onsite for shelving installation at Stoughton. I still need to get quotes for signage.
- Met with Meadowridge and tech staff to discuss new computer table options. Have gotten quotes. Will see how they want to proceed.
- Working with Monroe St. Library to reupholster the chair/settee, selecting paint colors.
- Working with Oregon focusing on office layouts and shelving needs to get budget numbers.
- Working on Mazomanie to see if I can find a way to rework the space.
- Met with the Monroe Library Building Committee on Phase Two plans.
- Looking for storage cabinets for Adams Co. Library.
- Working with various libraries for small quotes for various items and coordinating installations for several locations. Answering various questions about building costs.
- Working with the Building Needs Assessment Workgroup on the new SCLS office.
- Working on graphic requests for other materials as needed (friend's newsletters, flyers, brochures and a library card)

Jean

- **Webinars/workshops hosted**
 - People Centered Fundraising for Your Library, October 12, with 24 people attending (47 registered)
 - Updating Your Collection: Selecting & Deselecting Materials with Native Content (hosted by Shawn Brommer and Mark Jochem), October 20 with 26 people attending (57 registered)
 - CCBC Shorts, October 26 with 15 people attending (44 registered)
 - OverDrive Support Course for 4 students
 - Hosted the State Agency Librarians meeting for 7 librarians
- **Meetings/Conferences hosted/attended**
 - Attended Database Team meeting
 - Led the Interlibrary Loan (ILL) Subcommittee meeting
 - Attended the monthly statewide Continuing Education Consultants meeting
 - Attended the quarterly Wood County Library Board Meeting
 - Attended the regular Building Needs Assessment Workgroup (BNAW) meetings
 - Attended bi-weekly meetings with WiLS staff about database renewal process for libraries
 - Followed up with member libraries about their renewals
- **Upcoming Webinars/CEs**
 - Adult Mental Health First Aid, November 8 and 10
 - Youth Programming Workshop, November 11
 - CCBC Shorts, November 16
 - Rebound & Reconnect: Post-Crisis Management Strategies, November 17 (in person), November 30 (online)
 - Just Put it in the Budget, November 30
- **Statewide EventsProjects**

- Continued work on Wild Wisconsin Winter Web Conference details
- **IDEA Project (LSTA 2021-22 Project)**
 - Attended IDEA Team Meeting
 - Worked on agreement for Advisory Group members
- **Director Support & Certification**
 - Conducted New Director Orientation with Emily Whitmore, Spring Green Library
 - Processed WLA Scholarships for six member library staff from Deefield, DeForest, Marshfield, McFarland, Monticello, and Stevens Point
 - Processed CE Grants for 10 member library staff members
 - Coordinated group registration for Pat Wagner webinars
 - Validated Summations for member library directors
 - Answered questions about certification renewals
- **Coordinator duties**
 - Attended regular check-in meetings with Marty Van Pelt
 - Conducted regular check-in meetings with Consultant Team
 - Attended regular Coordinator meetings
 - Attended the Wisconsin Public Library Consortium (WPLC) Board meeting
- **Other Projects/work/meetings**
 - Conducted annual library visits with Cross Plains, Pittsville, and Cambridge libraries
 - Presented as part of the Notable Books Panel at the Wisconsin Library Association Conference
 - Connected with Katie Hanson, Madison Public Library, about weeding our Advantage collection

Mark

- **General:**
 - Attended the Green County Library Board Meeting and the Green County Library Director's Meeting, provided SCLS updates
 - Attended the Wisconsin Library Association's Library Development Institute planning meeting
 - Attended a Strategic Planning Workshop at Sun Prairie Public Library, facilitated by Rethinking Libraries
 - Attended the Wisconsin Library Association Annual Conference in Lake Geneva. Highlights include:
 - Presented the session: "WI Libraries Talk about Race: What's Next?" and collected feedback for planning next year
 - Attended a collection auditing session and intellectual freedom session
 - Toured the Wisconsin School for the Deaf and Museum in Delavan, WI
- **Inclusive Services:**
 - Attended "Accessibility in Your Library" webinar
 - W/Shawn Brommer
 - Co-hosted a webinar, "Updating Your Collection: Selecting & Deselecting Materials with Native Content," presented by Debbie Reece
 - Facilitated a vision and values writing workshop to Oregon Public Library staff. Planning to continue working with staff on a final draft.
 - Continuing collaborative work with UW-Stevens Point and UW-Madison on the Social Work Intern placements and social services survey.
 - IDEA (Inclusion Diversity Equity in Action) Team (w/Shawn Brommer, Jean Anderson, and additional library system staff)

- Created an IDEA Team Advisory Committee Application form and received 27 applicants, 10 will be selected.
 - IDEA Team Advisory Committee will begin meeting November 15th, 2022
 - Planning for next year's continuing education opportunities begins early 2023
- Workforce Development:
 - LAWDS (Libraries Activating Workforce Development Skills):
 - The Institute for Museum and Library Service funding for the project ended September 30th. The collaborations created by the project will continue.
 - Provided an update to SRLAAW (Systems and Resource Library Administrator's Association of Wisconsin) about the project
 - Attended LAWDS Meeting to discuss the plans and goals for next year
 - Met with Bob Von Der Linn from WiSHRM (Wisconsin Society for Human Resource Managers) and Laura Mael from GMA-SHRM (Greater Madison Area chapter of WiSHRM) to discuss logistics for placing human resource volunteers in libraries to provide job services.
 - Compiled and sent out listings of Job Seeker and Small Business events for November to member libraries

Rose

- Email & phone contacts: troubleshooting copy-and-paste to website from Excel (Poynette); shared documentation about Layout Builder (Portage), images (Pardeeville); restored homepage from backup after content deletion (Cross Plains, Oregon); discussed calendar past events displays (Belleville); shared info about credit card donations (Poynette); sent staff blog invitations (Spring Green); recovered deleted webpage content from Wayback Machine (Columbus); added website editing accounts (Verona, Brodhead).
- Library visits: conducted SCLS annual visits with Alicia Ashman Library and Lakeview Library.
- Library websites:
 - Website theme/config changes: Columbus, Cambridge, Albany, McFarland.
 - Tested & implemented Drupal core & module updates.
- Drupal 9 upgrade: continued project planning, migrating websites, and updating documentation.
 - Site migrations completed: Pittsville, Oregon, Arpin, Lodi. [Full list of migrated sites.](#)
 - Site migrations in progress: Marshall, Deerfield, Rio, WI Dells, Rock Springs, Portage County.
 - Site migrations queued: New Glarus, DeForest, Reedsburg.
- Committees: posted Library Innovation Subcommittee meeting minutes, began drafting agenda for next Library Innovation Subcommittee meeting.
- LINKcat: Discovery Layer JavaScript & CSS tweaks, sent missing LINKcat Google Analytics report.
- SCLS website: updated New Building page, updated New Director Orientation page, provided steps for updating Seats on Committees & libraries they represent page, investigated unusual form response for Professional Journal Routing, updated Locally-Subscribed Resources with new Creativebug subscription.

Shawn

- Youth Services:
 - Prepared a last minute 2.5 hour workshop to fill a session for a presenter who was unable to present at the youth programming workshop
 - Hosted the monthly CCBC Shorts webinar
 - Hosted the **Updating Your Collection: Selecting & Deselecting Materials with Native Content** webinar
 - Created tailored program evaluation for this webinar
 - Helping library staff connect to and navigate the 2023 Summer Library Program online manual

- Updating SCLS Summer Library Program web page
- Hosted and facilitated October youth services check in meeting
- Assisted Heidi Moe with the annual puppet order project
- Ensuring that 2022 youth literacy funds are spent by the end of the year
- Assisting with developing job ads and descriptions for open youth services positions at several SCLS member libraries.
- Inclusive Services:
 - With Mark Jochem
 - Social work intern project
 - Co-facilitated Social Work Intern cohort check in meeting
 - Working with Jess Bowers, UW-Stevens Point, on hosting and publicizing a social services needs survey
 - Continuing to identify library needs and project ideas for social work intern students to address
 - Sun Prairie Public Library Diversity, Equity, and Inclusion Advisory committee project
 - Finished up the development stage of the advisory committee with a report to the Sun Prairie Public Library board - Deb Haeffner added graphic design elements to the report and it is now officially accepted by the library's board.
 - With Mark Jochem and Jean Anderson
 - Facilitated the monthly IDEA team meeting with statewide partners
- Community Engagement and Collaborations:
 - With Mark Jochem, regularly created weekly Facebook posts
 - With Corey Baumann, assisted with the statewide delivery of WI Science Fair materials to all WI public library systems.
 - Oregon Public Library staff vision and values project (With Mark Jochem)
 - Created staff inservice presentation to help library staff identify their core values
 - Presented staff inservice
 - Analyze and summarize inservice input
 - Continuing to meet with the Library Director to identify the final steps to complete this project.
 - Continuing to work with WI Humanities Council staff to discuss the [Community Powered](#) statewide community engagement program.
- Strategic Planning:
 - Attended first planning meeting with the Columbus Public Library Board's strategic planning committee:
 - Described SCLS services
 - Provided information about data support
 - Provided information about timelines, surveys, community conversations, and my writing assistance.
 - With Mark Jochem, attended all-day strategic planning retreat the the Sun Prairie Public Library
- Meetings and workshops:
 - Attended Library Innovation Subcommittee meeting
 - Attended bi-weekly all-staff meetings and monthly Consultant team meetings
 - Attended regular check-in meetings with Jean Anderson

- Met regularly with Mark Jochem to discuss our shared projects
- Attended statewide meeting with youth services consultants from other WI Public Library systems

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 had 33,329 views in October, bringing the total number of views to 1,270,848. 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. The meetings included staff from WiLS, Indianhead Federated Library System, Wisconsin Valley Library Service, and UW-Madison. Vicki Teal Lovely and SCLS technology/planning team members, including Andrew Hoks, Will Allington, and Keri Hilbelink, have been attending the meetings and are providing support for the project.
 - Working on pre-processing files that will be uploaded to the archive.
 - Uploaded sample content to the staging area of an ECS server to share for testing.
 - Continued to create and refine documentation about the project workflows and policies.
 - Was given an overview of the bagging tool Digital Archivists Resource Tool (DART) by Scott Prater (UW-Madison Digital Library Architect). Installed and started getting familiar with DART in preparation of further training that Scott will be providing on using the tool.
- With guidance from Jean Anderson, worked on weeding the SCLS Professional Collection. Started creating wish lists of new titles to order for the collection.
- Conferences (attended virtually):
 - Wisconsin Historical Society Local History and Historic Preservation Conference
 - Minitex MN+ Digital Collection Conference

Tim

- **Local Holds Pilot:** Continued data collection and visualization work on the SCLS local holds pilot project. Created a chart tracking the checkout history of books written by consistently in-demand authors to help determine how adding the local holds item type has affected circulation for participant and non-participating libraries. Additional work on this visualization will involve research into methods of quantifying changes to typical item circulation paths, though it is not yet clear how best to achieve this or whether it is possible.
- **Salary data report:** Delivered a report and analysis of peer library staff salaries to the Charles & Joann Lester Public Library, Nekoosa. The report included positions at SCLS member libraries and public libraries throughout Wisconsin and added calculations of hourly wages to enable comparisons between staff.
- **Meetings and events:**
 - Attended the ILS Users Summit at the Sun Prairie Public Library on 10/18. Provided a brief update on the reconstituted ILS Reports Team and some of the preliminary projects with which it is already involved.
 - Led the SCLS Database Team meeting on 10/13. This group meets twice a year to discuss issues and updates concerning member library subscriptions to database resources such as Badgerlink databases, WPLC Overdrive, and Ancestry. Team membership includes SCLS consultants, Tech Team members, ILS staff, and the SCLS Director.

- Led a monthly meeting of the ILS Reports Team on 10/13 to share information on a project to convert timestamp data in ILS reports from Coordinated Universal Time to local Central Time.
- Led the regular monthly meeting of the SCLS Scripting & Reports Team to review the team structure and the status of the team project list.
- **Kilbourn Public Library (Wisconsin Dells) visit:** Met via Zoom with Cathy Borck, Director of the Kilbourn Public Library, for their annual SCLS library visit.

Tracie

- Meetings
 - Database Team Meeting
 - Sun Prairie Library - Policy Meeting
 - WLA Presentation Meeting (x2)
 - SCLS Foundation Meeting
 - Columbia County Directors Meeting
 - SCLS Staff Meeting
 - Intellectual Freedom Special Interest Group Meeting (x2)
 - Attended WLA Conference in Lake Geneva
- Projects
 - SCLS Fact Sheet Updates
 - DUNS/UEI (Unique Entity Identifiers) Change Information to Directors
 - Top 5 (weekly)
 - Online Update (every other week)
 - SCLS Foundation newsletter and donor updates
 - Updated Tax Exemption for Green County with the update Monroe School figures
 - County reimbursement percentages for counties adjacent to Columbia County
 - Received 2022 Annual Report instruction and worksheet from DPI. Began updates to SCLS instructions, webinar slides and advising directors of updates and changes.
 - Collected library card data for the month of September (I love my Wisconsin Library sticker program)
 - Presented Ready, Set, Challenge: Materials Challenge Readiness presentation at WLA Conference
- Training
 - Infosec
 - *Marketing Is Not A Dirty Word* Webinar
- Emails/Phone Calls
 - Natalie from LaValle about budget issue
 - Larry from Portage County about Book Challenges and Portage County request of program assessment
 - Multiple directors with questions about change from DUNS to new UEI (Unique Entity Identifiers) number
 - Lisa from Sauk City about library board and current job opening in library
 - Bailey from Black Earth about library hours, pandemic policy, and Board appointments
 - Kristie from Pardeville about library service numbers

- Darrell from Wyocena about Envisionware billing, RFID tag purchase, 2023 budget, library hours, and volunteers
- Elizabeth from Monticello about staff security and program stats for annual report
- Jodi from Poynette about capital campaign
- Jessica from Albany about director search
- Kyle from Brodhead about bad check policy
- Katherine from Wisconsin Rapids about examples of director reports
- Raina from North Freedom about starting a Friends Group