

## **December 2022 Report for Board and AC (November 9 - December 7, 2022)**

### **Deb**

- Working with Rome to specify new staff workstations, storage, meeting tables and some shelving. Staff workstations, tables and storage have been ordered.
- Ordered signage for Stoughton children's area.
- Ordered computer furniture for Meadowridge.
- Working with Verona to find carpet options and some upholstery options to reupholster existing chairs. Sent carpet samples and am getting fabric samples for them.
- Working with Monroe St. Library to reupholster the chair/settee, selecting paint colors. Getting quotes for furniture and slatwall end panels.
- Continuing to work with Oregon. Working on staff workroom/offices, children's area shelving needs as well as the adult collections. Will be getting budgets for those areas early in the new year. Beginning to look for fabrics and furniture ideas for the various areas. Getting sample chairs for them to test.
- Ordered storage cabinets for Adams Co. Library.
- Helping Verona to find new carpet options for their library. I am also looking for new upholstery to redo existing lounge chairs.
- Looking for some lounge chair options for Alicia Ashman library.
- Working with Hawthorne to order new chairs for the community room. Designed and got a quote for new signage—will order yet this month.
- I specified and got quotes for tables and chairs for Pittsville. They have been ordered.
- Got a quote for new tables and a display unit for Randolph. They have been ordered.
- Working with various libraries for small quotes for various items and coordinating installations for several locations. Answering various questions about building costs.
- Working with BNAW (Building Needs Assessment Workgroup) on the new SCLS office. Looking into furniture needs for the meeting room and Professional collection.
- Working on graphic requests for other materials as needed (friend's newsletters, flyers, brochures and a library card)

### **Jean**

- **Webinars/workshops hosted**
  - Organized an Adult Mental Health First Aid course with Dan Muxfeld for 7 students
  - Hosted the Youth Programming Workshop at Olbrich Gardens for 40 member library staff
  - CCBC Shorts, hosted by Shawn Brommer, for 13 attendees (33 registered)
  - Rebound & Reconnect workshop (in person) for 16 people
  - Rebound & Reconnect (webinar) for 7 people (15 registered)
  - Just Put it in the Budget (webinar) for 7 people (16 registered)
  - Wrapped up the fall OverDrive Support Course for 5 students
- **Meetings/Conferences hosted/attended**
  - Hosted the quarterly Adult Services/Programming Librarian check-in
  - Attended the bi-monthly SCLS Staff meeting
  - Hosted the monthly State Agency Librarian meeting for 7 librarians
  - Hosted the All Directors Meeting in Waunakee for 36 people in person and via Zoom for 37 people
  - Attended the special Wood County Library Board meeting to discuss their Library Service Plan
- **Upcoming Webinars/CEs**

- Summer Library Program & Early Literacy, December 9
- CCBC Shorts, December 14
- **Statewide Events/Projects**
  - Attended the monthly state Continuing Education Consultants meeting
  - Set up Wild Wisconsin Winter Web Conference R& RA (Reference & Readers Advisory) track webinars (SCLS is hosting)
  - Agreed to serve as the Book Signing Chair for the 2023 WLA Conference in Middleton
- **IDEA Project (LSTA 2021-22 Project)**
  - Attended the monthly IDEA TEam meeting
  - Created the Compensation Agreement for the Advisory Group committee members
- **Director Support & Certification**
  - Met with Emily Whitmore, the new director of the Spring Green Public Library, for her new director orientation
  - Validated summations for 4 library directors
  - Processed WLA memberships for 1 library director
  - Processed Scholarships for the Wisconsin Library Association (WLA) Conference for 6 member library staff
  - Answered questions from new library directors
  - Created a survey about future All Directors Meetings
- **Coordinator duties**
  - Attended the regular Coordinator meeting
  - Led the monthly Consultant Team meeting
  - Conducted bi-monthly check-in meetings with Consultant Team staff
  - Attended the bi-monthly Building Needs Assessment Workgroup (BNAW) meetings
  - Attended regular check-in meetings with Martha Van Pelt
  - Scheduled reviews with Consultant Team
- **Other Projects/work/meetings**
  - Recorded Notable Books Marathon presentation and made available to library staff
  - Vacation: November 21 - 25
  - Worked with Rose Ziech and Tracie Miller to update the Speak Up for Your Library online form
  - Met with Shawn Brommer, Tracie Miller, and Martha Van Pelt to discuss Intellectual Freedom and support for SCLS member libraries
  - Met with Sara Gold and Nick Smith from WiLS and Brian Hahn for our final database renewal check-in
    - Followed up with member libraries about individual database questions
  - Answered questions about accessing the Ryan Dowd Homelessness Academy training for member library staff
  - Answered a questions about OverDrive access for a neighboring library system
  - Scheduled a library visit with Greg Mickells, director of the Madison Public Library
  - Worked with Tamara Ramski to order new professional collection materials and continued weeding of the collection

## Mark

- General:
  - Assisted with the November 17th, All Directors meeting
  - Attended the Collection Development Check-in Meeting
  - On vacation November 21 – 28th
  - Attended Green County Library Directors' Meeting
  - Attended Wisconsin Library Association' Leadership Development Institute planning session
- Inclusive Services:
  - W/Shawn Brommer Co-hosted/facilitated Inclusive Services Check-in meeting (4 attendees)
  - IDEA (Inclusion Diversity Equity in Action) Team - 2023 Continuing Education planning
    - IDEA Team Advisory Committee (composed of 10 library staff members from around the state) met three times. The committee discussed audience, format, and potential topics for the 2023 IDEA Team continuing education opportunities.
    - IDEA Team (composed of library system staff from SCLS, Winding Rivers, Northern Waters, and IFLS) met to discuss IDEA Team Advisory Committee work and potential structures of the 2023 continuing education opportunities.
  - Met w/Tracy Herold from the Dane County Library Service to discuss accessibility issues related to the purchase of a new bookmobile. We discussed strategies and considerations for service to patrons with disabilities.
  - Social Work Internship Cohort (w/Shawn Brommer and Jean Anderson):
    - Met w/Jess Bowers from UW-Stevens Point to discuss a systemwide social service needs survey. Data from this needs survey will help to inform the direction of system support of member libraries and assist prospective social work interns understand the needs encountered by libraries.
    - Distributed links to the staff-facing social service needs survey to SCLS email lists. The survey link will also be sent through Top5 and Online Update communications. The deadline of the survey is December 23rd.
  - W/Shawn Brommer met with Jennifer and Laura at Oregon Public Library to discuss vision and values in a rough draft document. This document incorporates Oregon's staff work on the Oct. 25th workshop
- Workforce Development:
  - LAWDS (Libraries Activating Workforce Development Skills):
    - Attended planning session for in-person workshops scheduled for 2023. There will be five workshops in total, presented in five different regions of the state. The workshops will cover the resources and the regional partners available, and serve as a meet-n-greet opportunity for library job services volunteers
  - Attended monthly PAWSC (Portage Area Workforce Service Connection) meeting. This meeting had a guest speaker discuss childcare challenges and licensing. Coordinated the next two speakers from United Way 2-1-1 service and LIFT Wisconsin for December and January, respectively.
  - Informed Wood and Portage County AC representatives of upcoming mass layoff events in their areas. Provided information sheet from the Job Center of Wisconsin about the Dislocated Worker Program.
  - Met w/Julie Enloe, One Stop Operator from the Workforce Development Board of South Central Wisconsin, to discuss workforce challenges and resources.
  - Began preparing for a major overhaul of the Resources for Job Seekers page in 2023.
  - Compiled and distributed information by county about job events and small business trainings scheduled for December
  - Received notification of Certified Workforce Development Professional status from the National Association of Workforce Development Professionals

## Rose

- Email & phone contacts: provided documentation for Layout Builder; recovered deleted webpage content (Rome, Cambridge); explained file browser behavior (Mount Horeb); added website editing account (Spring Green, Columbus); suggested webform "protected forms" config changes (Sun Prairie); suggested steps for fixing Facebook pinned post issue (Poynette).
- Library websites:
  - Website theme/config changes: Lodi, Oregon, Belleville, Spring Green, WI Rapids, Cross Plains.
  - Tested & implemented Drupal core & module updates.
- Drupal 9 upgrade: continued project planning, migrating websites, and updating documentation.
  - Site migrations completed: Marshall, Deerfield, WI Dells, Rock Springs, Portage County, New Glarus. [Full list of migrated sites](#).
  - Site migrations in progress: Rio, DeForest, Reedsburg.
  - Site migrations queued: Baraboo.
- Committees: posted Library Innovation Subcommittee meeting minutes, began drafting agenda for next Library Innovation Subcommittee meeting.
- LINKcat: attended Discovery Layer User Group, drafted & sent Library Innovation Subcommittee agenda.
- SCLS website: updated New Director Orientation page, assisted with updating Speak Up for Your Library webform.

## Shawn

- Youth Services:
  - Presented 2.5 hr workshop about Sustainable Program Planning, Annual Youth Services Workshop Day, 11/11/22.
  - Helped library directors hire new youth services staff
  - Created annual early literacy summer library program webinar
  - Updated 2023 Summer Library Program website.
- Inclusive Services:
  - With Mark Jochem
    - Met with Jess Bowers from the Dept of Social Work at UW-Stevens Point to discuss next steps of our internship partnership with member libraries:
      - Jess created a needs survey that Mark shared with all member libraries
      - Jess and Larry Oathout, Director of the Portage Co. Public Library, are working together to host an intern the spring semester of 2023
  - With Mark Jochem and Jean Anderson
    - Serving on IDEA planning committee
- Intellectual Freedom
  - Met with Jean, Marty, and Tracie to identify service needs, priorities, and action steps for SCLS Intellectual Freedom support
    - Began outline for an early 2023 IF presentation for the SCLS board
    - Answered questions about collection development policies, reconsideration forms, and practice
    - Attended WI Lib. Assoc. Special Interest Group discussion
- Community Engagement and Collaborations:
  - Serving on WI Humanities Council Community Powered project

- A library director who I recommended to be a participant in this project, Angela Bodzislav (Spooner Public Library) won the WLA 2022 Librarian of the Year for her community-focused services!
- Strategic Planning
  - Working with Columbus Public Library director and board on their library's plan; working with Tim Drexler to identify needs
- Other projects:
  - Hosted Collection Development check-in meeting: created agenda, took notes and shared minutes of meeting.
  - With Mark Jochem, created and posted weekly Facebook posts
  - Completed December Infosec training
  - Transitioned to Office 365 email platform
- Meetings & workshops
  - Bi-monthly staff meetings
  - Bi-monthly meetings with Jean Anderson
  - Regular check in meetings with Mark Jochem to discuss shared projects
  - Monthly meetings with statewide youth and inclusive services liaisons
  - Dane Co. Library Directors meeting
  - Hosted monthly CCBC Shorts 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 had 24,200 views in October, bringing the total number of views to 1,295,048.
- Local history archives digital preservation project:
  - Participated in meetings about the project.
  - Pre-processing files that will be uploaded to the archive for digital preservation.
  - Continued to work on documentation about the project workflows and policies.
  - Received training from Scott Prater (UW-Madison Digital Library Architect) on using the Digital Archivists Resource Tool (DART).
  - Started using DART to create packets of digitized materials. The packets will be uploaded to the archive server.
- SCLS Professional Collection, with guidance from Jean Anderson:
  - Pre-processed new books for the collection. The books will be added to the catalog by Kayla Linke.
  - Ordered additional titles for the collection.
- SCLS Archive Project:
  - Talked about the project at an all-staff meeting.
  - Set-up a drop-box in my office for staff for contribute materials relating to the history of SCLS to the project.
- Attended the Sauk County Library Board meeting.
- Listened to a webinar about using Archive-It for internet archiving.
- Met with volunteers at Rock Springs Public Library about their digitization project.
- Met with Emily Whitmore, new director at the Spring Green Community Library about starting a digitization project.
- Met with WPLC Historical and Local Digital Collections Committee members, WiLS (WPLC) Project Managers, and staff from the Wisconsin Historical Society (WHS) about newspaper digitization.

## Tim

- **Local Holds Pilot:** One of the two main projects I worked on this month was ongoing data collection and visualization work for the SCLS local holds pilot project. I discussed some initial results and analysis during the SCLS All Directors meeting on 11/17 as part of a presentation by members of the Local Holds Workgroup. Following that meeting, I made considerable revisions to the interactive dashboard tracking the trends in circulation data, the average time to fill holds, and item checkout histories. I presented the finalized dashboard at the Workgroup meeting on 12/6 and published it on the SCLS Tableau Public webpage as well as the SCLS Data Services webpage to make it accessible. I will update the data monthly as the pilot project continues into February 2023.
- **Department of Public Instruction Annual Reports:** My other focus in November was preparation for SCLS's 2022 Annual Report. I have been reviewing the procedures used to ensure data validity and consistency for the ILS prefill. In many cases, I have used Tableau Prep workflows to revise existing processes and make them more efficient by automating manual tasks. I plan to test the updated workflows using this year's Annual Report data, and the results will allow me to finalize the procedures for future reports.
- **Meetings and events:**
  - Led a monthly meeting of the ILS Reports Team on 11/10. Also in attendance were Kayla Linke and Amy Gannaway from the SCLS ILS Team, who helped review a list of database fields that use timestamp data. As of Biblionation 7.2, these fields and the ILS reports that include them will require a timestamp translator script to convert the data from Coordinated Universal Time to local Central Time.
  - Led the regular monthly meeting of the SCLS Scripting & Reports Team to review documentation for Overdrive support services and discuss issues with Biblionation backup data files.

## Tracie

- Meetings
  - Staff Meeting
  - Consultant Meeting
  - Annual Report Meeting (x2)
    - Vicki
    - Tim
  - Collection Development Meeting
  - All Directors Meeting
  - Columbia County Library Board Meeting
  - 1 year Director Check-in with Laura (Randolph)
  - Meeting (Jean and Rose), issue with *Speak Up* website form
  - Intellectual Freedom Meeting (Jean, Shawn, Marty)
  - Director Check-in with Lindsey (Columbus)
  - Director Check-in with Emily (Spring Green)
  - LaValle joint Municipal and Library Board Meeting
  - System Director Meeting (Annual Report)
  - Director Check-in with Kyle (Brodhead)

- Director Check-in with Roxanne
- Projects
  - Annual Report Webinar Updates
  - Annual Report Instructions Updates
  - Annual Report Pre-fill Check
  - Online Update (x2)
  - Top 5 (x4)
  - Updated *Speak Up* form on SCLS website
  - Collecting *Collection Development and Reconsideration Policies* from member libraries
  - Updated ANNREPORT email list
- Training
  - Infosec
- Email/PhoneQuestions
  - Annual Report reminder email to all directors
  - Monitoring Albany director search
  - Natalie (LaValle) topic - budgets and Board issues
  - Roxane (Rio) topic - budgets
  - Lindsey (Columbus) - budgets
  - SueAnn (Reedsburg) - video and law enforcement
  - Brian (Mazomanie) - annual report and 2023 look ahead
  - Joan (Cambridge) - director search
  - Pam (Cross Plains) - UEI number
  - Larry (Portage County) - Program review for County
  - Wendy (Vesper) UEI Number