

January 2023 Report for Board and AC (December 8, 2022 - January 11, 2023)

Deb

- Working with Monroe St. Library to reupholster the chair/settee, selecting paint colors. Ordered end panels and some of the reupholstery.
- 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. Beginning to look for fabrics and furniture ideas for the various areas. Obtaining sample chairs.
- Helped Verona to find new carpet options for their library. I am also looking for new upholstery to redo existing lounge chairs.
- Working with Hawthorne to order new chairs for the community room.
- Working with various libraries for small quotes for various items. Coordinating installations for several locations (Meadowridge, Pittsville, Rome, Hawthorne, Verona, Fitchburg). Answering various questions about building costs.
- Starting to work with Lodi to update sinks/faucets for the staff workroom and meeting room. Looking at finishes to update the hallway.
- Placed several furniture orders at the end of the year.
- Working with BNAW group on the new SCLS office. Ordered some new furniture, worked on landscaping plans and paint selections.
- Working on graphic requests for other materials as needed (friend's newsletters, flyers, brochures and a library card)

Jean

- **Webinars/workshops hosted**
 - Summer Library Program & Early Literacy, 21 people registered with 8 attending live
 - CCBC Shorts, 51 people registered with 14 attending live
- **Meetings/Conferences hosted/attended**
 - Attended bi-monthly all staff meetings
 - Attended the Library Innovation Subcommittee Meeting
 - Attended the monthly Administrative Council meeting
 - Attended the bi-monthly Building Needs Assessment Workgroup (BNAW) meeting
 - Met with the newly formed Moving Team to work on details about the upcoming move to the Pankratz building
- **Upcoming Webinars/CEs**
 - Annual Report Webinar
 - Wild Wisconsin Winter Web Conference, I am hosting the R & RA (Reference & Readers Advisory) track and backup moderating 7 other sessions
 - Adult Mental Health First Aid (Coordinating with Madison Public Library)
- **Statewide Events/Projects**
 - Wild Wisconsin Winter Web Conference
 - Conducted sound/tech checks with Wild Wisconsin speakers
- **IDEA Project (LSTA 2021-22 Project)**
 - Met with the IDEA Team
 - Processed the payment forms for the Advisory Committee members

- **Director Support & Certification**
 - Met with Natalie Jones, Director of the LaValle Public Library
 - Met with Melissa Everson, the new Director of the Albertson Memorial Library in Albany
 - Answered director questions about certification
 - Validated Annual Summations for many directors and a few library staff with certification
 - Processed WLA memberships for directors
 - Processed CE Grants for 2 member library staff
- **Coordinator duties**
 - Attended regular check-in meetings with Marty Van Pelt
 - Led monthly Consultant Team meetings
 - Met bi-monthly with Consultant Team members
 - Conducted Annual Reviews for Consultant Team members
 - Started a Continuing Education (CE) Planning Team to help with planning the 2023 SCLS CE Calendar
- **Other Projects/work/meetings**
 - Submitted LSTA (Library Services & Technology Act) grant budget information to WiseGrants so Kerrie Goeden could request reimbursement
 - Conducted annual library visit with Greg Mickells, Director of the Madison Public Library
 - Vacation December 27 - 30
 - Worked with Tamara Ramski on the Professional Collection
 - Consulted with library staff on accessing the Ryan Dowd webinars
 - Answered questions about database subscriptions
 - Worked with Kathy Wolkoff about changes to WISCAT for Interlibrary Loan and sent an email out to the libraries
 - Made the transition from using Gmail to Office 365 for email

Mark

- **General:**
 - On vacation Dec. 8 and 9 and Dec. 19 and 20
 - Met weekly as part of the Wisconsin Library Association Leadership Development Institute (LDI) planning committee. A new LDI cohort will start this spring
 - Met with Jean Anderson for my annual performance review
 - Attended the first SCLS CE Planning Committee meeting
 - W/Shawn Brommer continued to maintain SCLS Facebook page
- **Inclusive Services:**
 - W/ Jean Anderson and Shawn Brommer and the IDEA (Inclusion Diversity Equity in Action) Team:
 - The IDEA Team Advisory Committee (consisting of 10 library staff members from around the state) met for a final time to provide feedback on the topics and formats for upcoming inclusive learning opportunities.
 - Met with the IDEA Team to discuss Advisory Committee feedback
 - W/ Shawn Brommer Social Work Intern Cohort:
 - Launched a staff-facing social service needs assessment survey open to all SCLS member library staff. This survey was created by UW Stevens Point and open during the month of December. The survey received approximately 250 responses.
 - Planning the next cohort meeting for January 24th.

- Workforce Development:
 - LAWDS (Libraries Activating Workforce Development Skills) Project:
 - Scheduled the first of five regional workshops to highlight workforce development resources and library volunteers from WISHRM (Wisconsin Society of Human Resource Managers). The workshop will take place on March 10th at Portage Public Library.
 - Portage Area Workforce and Service Connection (PAWSC):
 - Met with PAWSC for information sharing and continuing work on an inter-agency referral sheet.
 - Arranged for Ed Wall, United Way of Dane County 2-1-1 Director to speak to the group about the 2-1-1 referral service.
 - Arranged for Alberto Prado, LIFT (Legal Interventions For Transforming) Wisconsin to speak in January.
 - Attended the Workforce Development Board of South Central Wisconsin Business Services Team meeting to learn about employment and industry needs and trends of southern Wisconsin (Dane, Columbia, and Sauk counties).
 - Attend the Quarterly Community Steering Committee meeting organized by Forward Service Corporation to learn about employment and industrial needs and trends of mid-Wisconsin (Adams, Wood, and Portage counties)
 - Broadcasted upcoming job seeker and small business training events to SCLS listservs and on Facebook.

Rose

- Email & phone contacts: recovered deleted webpage content (Marshall); added website editing accounts (WI Rapids, Baraboo); advised on updating block list to prevent webform spam (Portage County); investigated issues with: email link behavior (Verona), date/slideshow (Cross Plains), iCal feed (McFarland), editing display (Lodi), domain name (McFarland), Fullcalendar View settings (Oregon).
- Library websites:
 - Website theme/config changes: Marshall, WI Dells, Columbus, Reedsburg, Oregon, Portage County, Baraboo, WI Dells, Cambridge, Pardeeville.
 - Tested & implemented Drupal core & module updates.
 - Planned for Google Analytics 4 upgrade.
 - Training check-in: Columbus.
- Drupal 9 upgrade: continued project planning, migrating websites, and updating documentation.
 - Site migrations completed: Baraboo. [Full list of migrated sites.](#)
 - Site migrations in progress: Rio, DeForest, Reedsburg.
 - Site migrations queued: Verona, LaValle, Adams County, Wycena.
- Committees: led Library Innovation Subcommittee meeting, posted Library Innovation Subcommittee meeting minutes.
- LINKcat: Discovery Layer JavaScript & CSS tweaks.
- SCLS website: updated Delivery Employment page, updated New Building page, investigated FormAssembly settings related to auto-responder, updated Locally Subscribed Resources page, renewed SCLS website domain names, identified pages needing Prairie Lakes Library System updates.

Shawn

- Youth Services:
 - Presented annual summer library program early literacy webinar
 - Facilitated monthly youth services online check in meeting

- Assisted library directors with hiring new youth services librarians
- Coordinated order of 2023 Accu-Cut dies purchased by SCLS and routed throughout the system - Jeff Grandt Turke at SCLS Delivery creates and manages the rotation schedule.
- Co-hosted CCBC Shorts webinar
- Updated Summer Library Program and other SCLS youth services web sites
- Inclusive Services:
 - With Mark Jochem
 - Social Work Intern project
 - Hosting regular inclusive services check in meetings
 - With Mark Jochem and Jean Anderson
 - Serving as needed on the IDEA planning committee
- Community Engagement and Collaborations:
 - With Mark Jochem, assisting the Oregon Public Library with the identification of organizational vision and values
- Strategic Planning:
 - Met with the director of the Columbus Public Library and members of the strategic plan committee to determine needs and next steps:
 - Created library services survey examples - the committee will choose a survey that best fits their needs
 - Created a Board feedback form to identify shared examples of the library's strengths, opportunities, desired culture, and results
 - Planning a board presentation/discussion
- Intellectual Freedom
 - Answered questions about Intellectual Freedom policies and practices
 - With Tracie Miller, collected up-to-date collection development policies from member libraries
 - Met with Martha Van Pelt, Jean Anderson, and Tracie Miller to identify Intellectual Freedom topics for a presentation for the Feb. SCLS Board of Trustees meeting.
- Other:
 - Transitioned from gmail to Office 365 email platform
 - Attended SCLS bi-monthly staff meetings
 - Attended monthly state liaison meetings
 - Attended bi-monthly check in meetings with Jean Anderson
 - Participated in Annual Review with Jean Anderson
 - Vacation 12/19 - 1/3

Tamara

- Local History Digitization Projects:
 - 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 31,799 views in December, bringing the total number of views to 1,326,847.
 - Uploaded new materials to CONTENTdm for the Poynette Area Public Library. The materials will be included with the March harvest to Recollection Wisconsin.
- Local History Archives Digital Preservation Project:
 - Participated in meetings about the project.
 - Continued to work on documentation about the project workflows and policies.

- Started using DART to bag digitized materials (in preparation of uploading them to the back-up server).
- Started uploading materials to the back-up server.
- SCLS Archive Project:
 - Received new materials that will be digitized and added to the archive.
 - Ordered archival quality supplies to house the archive's materials.
- Professional Collection: With guidance from Jean Anderson,
 - Ordered and processed new books for the collection. The books were added to the catalog by Kayla Linke.
 - Continued weeding the collection.
- Move Team: Joined a team that will be planning and assisting with the move of assets from SCLS headquarters to the new Pankratz location.
 - Met with the team to begin making plans for the move.
- CE Planning Team: Joined a team that will assist Jean Anderson with planning and providing CE events.
 - Will be working on creating documentation and spreadsheets that will be used in planning and providing CE events.

Tim

- **Oregon Public Library MyPC use:** Jennifer Endres Way, Director of the Oregon Public Library, submitted a data request related to the concurrent use of patron computers. She was interested in comparing the relative usage between dates before the COVID pandemic and after the library's subsequent reopening. With help from SCLS Software Support Specialist Brian Hahn, I collected booking data from the MyPC workstation reservation software, which I used to produce a data dashboard. The dashboard includes highlight tables covering 2016-2022, which use cell colors to make the busiest dates and times easily visible.
- **Columbia County budget dashboard:** Director Cathy Borck at the Kilbourn Public Library in Wisconsin Dells requested a data update for an existing dashboard. The dashboard includes a chart showing the income sources for Columbia County libraries over time, highlighting the relative amounts of municipal appropriations, county appropriations, and adjacent county payments. Columbia County librarians will have the updated figures available during discussions for the upcoming county budget cycle.
- **Website analytics:** With SCLS Web Services Consultant Rose Ziech, I worked on updating SCLS-hosted websites to use the Google Analytics 4 (GA4) standard for website data collection. GA4 replaces Google's Universal Analytics, which Google will stop supporting as of July 2023. I also took the opportunity to develop a Python program to retrieve website visit data from both platforms using their respective APIs. The script will allow me to quickly calculate the yearly number of website sessions for each library, which is data included in the SCLS-provided pre-fill for the DPI Annual Report.
- **Data Landscape Focus Group:** I have been invited to join the first meeting of Focus Group A as part of the Department of Public Instruction's Data Landscape Project. The project, facilitated by WILS Data Analyst & Consultant Kim Kiesewetter, will explore the data resources currently available to public libraries and systems throughout Wisconsin, as well as the data needs of library and system staff. I'm looking forward to discussing library data and related projects with other users in the state, which will be a terrific learning opportunity.
- **DPI Annual Reports:** I am currently (as of 1/11/23) working on the Annual Report data pre-fill process along with Tracie Miller, Public Library Administration Consultant, and SCLS ILS staff. We have made

significant progress in a short amount of time thanks to preparatory work designed to automate and simplify the pre-fill workflow, both for ourselves and library staff.

Tracie

- Meetings
 - SCLS Staff Meeting
 - Consultant Team Monthly Meeting
 - Library Innovation Subcommittee
 - New Director Orientation - Spring Green
 - Annual Report Team Meeting
 - Columbia County Directors Meeting
 - Meeting with Black Earth (library and municipal clerk) about budget funds carried forward
 - Meeting with LaValle (with Jean Anderson) about improving communication between Village and library
 - Meeting with Rio to discuss funding
- Projects
 - Top 5 - weekly
 - Online Update - every other week
 - Annual Report
 - Pre-fills for adjacent counties and technology questions
 - Updates to SCLS Instructions
 - Updates to annual report webinar slides
 - Forward login information to new directors
 - Collection Management and Reconsideration Policy Project (with Shawn Brommer)
 - Requested copies of policies from SCLS libraries located in Wood, Sauk, Columbia and Green Counties
 - Reviewed policies for specific reconsideration procedures
 - Intellectual Freedom Presentation for SCLS BOT (with Shawn Brommer)
 - Assign mentors to new directors
 - Updated SCLS Foundation Donor webpage with 4th Quarter donations
- Training
 - Infosec
- Phone & Email Questions
 - Adams County Library - Annual Report and System Effectiveness
 - Pittsville Library - discussion about program performers and outside groups using the library to teach classes
 - Middleton Library - Looking for updated economic study for Wisconsin
 - Reedsburg Library - Requested 2022 Sauk County appropriations for each of the Sauk County Libraries (open records request)
 - LaValle Library - missing check, Board make-up, communication issues with Village
 - Brodhead Library - LGBTQ "free little library, library board banking accounts questions
 - Portage County Libraries - County's request for program assessments
 - Wycocena Library - budget questions

- Spring Green - joint library questions
- Wisconsin Dells - policy updates to collection management policy
- Randolph - policy updates to collection management policy
- New Glarus - Donations and tax deductible receipts
- Oregon Library - Library program reporting for Annual Report
- Contacted WHS about archived System Annual Reports housed at Headquarters.