

## February 2023 Report for Board and AC (January 12 - February 8, 2023)

### Deb

- Working with Monroe Street library to select paint and replace a settee in the lower level.
- Continuing to work with Oregon Public Library. 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.
- Looking for new chairs for tables at Arpin.
- Met with Monona staff to discuss furniture needs for teen and adult areas and some space planning.
- Working with South Madison Library to find vinyl to reupholster cushions in the youth area.
- Working with Hawthorne to order new chairs for the community room.
- Consulting with Fitchburg on renovating some spaces for new uses.
- Starting to work with Lodi to update finishes, lighting, paint and storage in the hallway.
- Working with the Building Needs Assessment Workgroup (BNAW) on the new SCLS office.
- Working with a group from around the state to plan a "Library Buildings & Space Planning" series.
- Working on graphic requests for other materials as needed (friend's newsletters, flyers, brochures and a library card)

### Jean

- **Webinars/workshops hosted**
  - Annual Report Webinar
  - Wild Wisconsin Winter Web Conference, January 25 and 26
    - Hosted the Reference & Readers Advisory Tracks
    - Backup for Marketing track and closing session
  - Adult Mental Health First Aid Course for 12 library member library staff
- **Meetings/Conferences hosted/attended**
  - Hosted the monthly State Agency Librarians meeting
  - Attended the bimonthly SCLS staff meeting
  - Attended Library Legislative Day and met with Senator Agard and Representative Baldeh
    - Delivered SCLS materials to other legislators with member libraries in their district
- **Upcoming Webinars/CEs**
  - Annual Report Office Hours, February 10
  - CCBC Shorts, February 15
  - Workforce Development Workshop, March 10
- **Statewide Events/Projects**
  - Wild Wisconsin Winter Web Conference, January 25 and 26
  - Attended the first Wisconsin Library Association (WLA) Conference Planning Meeting
  - Attended the monthly Continuing Education Consultants meeting
  - Met with potential speakers for Trustee Training Week
- **IDEA Project (LSTA 2021-22 Project)**
  - Attended regular IDEA Team meeting
  - Reviewed proposals from possible speakers for spring webinar/workshop series
- **Director Support & Certification**
  - Processed CE Grants and Scholarships for 6 member library staff
  - Processed WLA memberships for 3 member library directors

- Answered questions about certification requirements
- Validated Summations for member library directors
- **Coordinator duties**
  - Attended the Wood County Library Board meeting
  - Met with Consultant Team for regular check-in meetings
  - Attended regular Coordinator meetings
  - Attended bi-monthly Building Needs Assessment Workgroup (BNAW) meetings
  - Met with Marty for regular check in meetings
- **Other Projects/work/meetings**
  - Met with Kathy Wolkoff, Madison OuterLibrary loan, and Brinnan Shaffer, SCLS Delivery, to discuss WISCAT delivery issues
  - Attended an Association for Talent Development - Madison Area Chapter meeting
  - Answered OverDrive questions for member libraries
  - Attended the Move Team meeting
  - Updated the SCLS Fact Sheets for Library Legislative Day
  - Scheduled future All Directors meetings at area libraries (Fitchburg, Waunakee, and Pinney)
  - Sent updated statistics for the CCBC Shorts and Great New Books webinars to CCBC Librarians
  - Worked on updating the email addresses for the Interlibrary Loan contacts at member libraries

## Mark

- **General:**
  - On vacation February 1st
  - Attended Green County Director's meeting. Vicki Teal Lovely joined the meeting to answer questions about the Local Holds Project.
  - Met as part of the Wisconsin Library Association Leadership Development Institute Planning committee. Applications are now being accepted for participants.
  - Met with the Wisconsin Library Association Conference Programming Committee to discuss inclusion and accessibility.
  - W/Shawn Brommer – continued to maintain SCLS Facebook Page
  - Attended presentations as part of the Wild Wisconsin Winter Webinar Conference
- **Inclusive Services:**
  - Hosted the Inclusive Services Check-in Meeting
  - Attended a statewide Inclusive Services Consultant meeting
  - Met with members of the IDEA (Inclusion, Diversity, Equity in Action) Team:
    - Discuss timelines for rolling out in-person and webinar training programs mid-spring into summer. The theme for this year's training programs is Active Allyship
    - Discuss next steps in arranging speakers, finding locations, updating the Libraries Talk about Race website and additional details.
    - The program session for the annual Wisconsin Association of Public Libraries conference was approved
  - Social Work Intern Cohort W/Shawn Brommer:
    - Met as a Cohort to discuss the results of the social service needs assessment, outlined deadlines, next steps, and information sharing. Liam, the new social work intern at Portage County Public Library, joined the meeting.
    - Reached out to members of the Cohort for updates to the Field placement Questionnaire. The documents are helpful for prospective students to learn about placement sites.

- Working on organizing a social work webinar for the month of March (Social Work Month)
  - Workforce Development:
    - Library Workforce Connection, formerly LAWDS (Libraries Activating Workforce Development Skills) Project:
      - Arranged for speakers from Beloit Public library to talk about their partnership with the job center
      - Met with Chris Baker from the Department of Public instruction and several others to plan an in-person training opportunity for March 10<sup>th</sup> at Portage Public Library.
    - Portage Area Workforce and Service Connection (PAWSC):
      - Met with PAWSC for Information Sharing and a featured speaker from the LIFT (Legal Interventions For Transforming) Wisconsin.
      - The meeting was attended by Whitney Parrillo, Portage Public Library's new Adult Services and Technology Librarian. She will take on facilitation roles in the meeting.
    - Curated and shared out job seeker and business events for the month of February
    - Shared out information about an upcoming major layoff event in Portage County

## Rose

- Email & phone contacts: investigated calendar display customization options & suggested changes for webform over-blocking non-spam responses (Oregon), suggested steps for text formatting & provided overview Google Analytics data (Pardeeville), added website editing accounts (Portage, Oregon, DeForest), provided info about website editing accounts & documentation (Wyocena), examined preliminary Annual Report data related to website visits, provided tips for website files cleanup & replaced deleted page (Adams County Library), investigated solutions for keeping time-based event & slide lists updated and properly removing deleted media files.
- Library websites:
  - Website theme/config changes: Poynette, Portage County, Portage, Stoughton, Cross Plains.
  - Tested & implemented Drupal core & module updates.
- Drupal 9 upgrade: continued project planning, migrating websites, and updating documentation.
  - Site migrations completed: DeForest, Reedsburg. [Full list of migrated sites.](#)
  - Site migrations in progress: Rio, Verona, LaValle, Adams County, Wyocena.
  - Site migrations queued: Mount Horeb, Mazomanie.
- Committees: Drafted & sent Library Innovation Subcommittee agenda.
- SCLS website: updated New Building pages, added new SCLS Foundation member & PayPal button, added job posting info, removed unneeded block on Delivery page, suggested steps for updating Subject request form, configured method of batch deleting report files, added contact forms for new board members.

## Shawn

- Youth Services:
  - Scheduling 2023 Youth Services online check in meetings
  - 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.
  - Updating SCLS youth services web pages
  - Assisting with collection development
- Inclusive Services:
  - With Mark Jochem

- Continuing to implement the Social Work Interns in Public Libraries project with UW-Stevens Point & UW-Madison schools of social work
    - Hosted check-in meeting with libraries participating in the Social Work Internship project
    - Beginning to draft planning documents for the statewide IDEA project
  - With Mark Jochem and Jean Anderson
    - Serving on the IDEA project planning committee
- Community Engagement and Collaborations:
  - Continuing to serve on the WI Humanities Council's Community-Powered statewide advisory committee
  - With Mark Jochem, assisting the Oregon Public Library with the identification of organizational vision and values
- Strategic Planning:
  - Facilitated Strengths, Opportunities, & Culture with Columbus Public Library Board
    - Created sample library service surveys for community members
    - Beginning Strategic Plan outline
- Intellectual Freedom
  - With Tracie Miller, developing Intellectual Freedom presentation for SCLS Board
  - Reviewed collection development policies and request for reconsideration forms
  - Connected library staff to Intellectual Freedom resources
- Other highlights:
  - Attended American Library Conference, 1/26 - 1/31
    - Scouted potential speakers for 2023 Continuing Education programs
    - Attended sessions about strategic planning, intellectual freedom, and youth services
  - Answered questions about copyright and social media
- Meetings
  - Attended Dane County Library Director meeting
  - Attended bi-monthly SCLS staff meetings
  - Met with Jean Anderson to discuss current projects
  - Met with Mark Jochem and Tracie Miller to discuss shared projects
  - With Mark Jochem, met with Social Work faculty at UW-Stevens Point & UW-Madison to discuss social work intern project
  - With Mark Jochem, met with library cohort participating in the social work intern project
  - Attended statewide IDEA planning meeting
  - Attended SCLS Continuing Education planning team meeting

## 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 33,905 views in January, bringing the total number of views to 1,360,752.
  - Uploaded new materials to CONTENTdm for the Poynette Area Public Library. The materials will be included with the March harvest to Recollection Wisconsin.
  - Had a collection set-up in Recollection Wisconsin/CONTENTdm for Rio Community Library.
  - Updated Windows and digitization software on digitization kit laptops.

- Updated the local history digitization projects section of the SCLS website
- Was appointed to a three year term on the Recollection Wisconsin Steering Committee.
- Local History Archives Digital Preservation Project:
  - Participated in meetings about the project.
  - Continued to work on documentation (with Kristen Whitson from WiLS) about the project workflows and policies.
  - Bagged digitized materials using DART (in preparation of uploading them to the back-up server).
  - Uploaded materials to the back-up server.
- 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.
- Building Move Team:
  - Met with the team to begin making plans for the move.
- CE Planning Team:
  - Started creating documentation and spreadsheets that will be used in planning and providing CE events.
- Other:
  - Attended the January Sauk County Library Board meeting.

## Tim

- **Grubby dashboard:** I am working with Liz Amundson, Madison Public Library (MPL) Reference & Collection Librarian, on a project to re-work the SCLS "Grubby" dashboard. MPL staff use the information in the dashboard to monitor the use of AV items such as CDs, DVDs, and BluRays and calculate when specific items are due for refurbishment to remove scratches and dirt. We will potentially change the dashboard metrics to include data that more accurately reflects the impact of recent usage rather than cumulative use over the item's lifetime.
- **Dane County patron mapping:** I met with Rynn Kerkhove, MPL Library Planner, to discuss a path forward on the patron mapping project we began in 2022. We determined which information was most important to MPL's planning process and at what geographic levels the data should be available (such as Census tracts, Census blocks, MPL branch service areas, etc.). With this latest round of guidance from Rynn, I plan to resume work on this project which will include an update of the underlying patron data set to make it current.
- **DPI Annual Reports:** My focus in January was working with Tracie Miller and SCLS ILS staff on Annual Report pre-fill data processing. Now that the Annual Reports are open to libraries, my involvement has diminished to answering occasional questions. I expect this will shift as we move into the adjacent county reimbursement phase of the project.
- **Database usage dashboards:** Another annual project I've been working on is rolling over the database usage dashboards to prepare them for 2023 data. The SCLS Scripting and Reports Team updates these dashboards monthly to provide member libraries with the most recently available usage statistics.
- Upcoming:
  - **UW-Madison Research Bazaar:** I plan to attend the 4<sup>th</sup> Annual Research Bazaar, scheduled for February 22<sup>nd</sup> and 23<sup>rd</sup> at the UW-Madison Discovery Building. The title of this year's bazaar is "Information Insights: Shaping Futures with Data and Computing." I expect the sessions will

provide current information on technologies and methodologies for data processing and modeling.

- **Local Holds project webinars:** I will be participating in two webinars related to the SCLS Local Holds pilot project currently underway. These webinars will focus on a Tableau dashboard I created to enable the exploration of multiple metrics the Local Holds Work Group decided to monitor during the pilot period. I will demonstrate the visualization controls and options available on the dashboard as well as discuss some of the conclusions I've come to based on analysis of the data collected thus far.

## Tracie

- Meetings
  - Staff Meeting (x2)
  - Consultant Meeting
  - SCLS Foundation Meeting
  - Meeting with Corey Baumann about delivery formula for Columbia County
  - Columbia County Library Board Meeting
  - Columbia County Directors Meeting
- Projects
  - 2021 Annual Report Pre-Fill
  - 2021 Annual Report Instruction Finalization
  - Development of Intellectual Freedom presentation to the SCLS Board of Trustees with Shawn Brommer
  - 2021 Annual Report Webinar
  - Top 5 (weekly)
  - Online Update (x2)
  - SCLS Foundation Newsletter and website update
  - Annual Report Review Begun
- Training
  - Infosec
- Phone/Emails Questions
  - Plain - Friends Group
  - Randolph - Collection Development
  - Wisconsin Dells - Policy
  - Sauk City - Library Board
  - Deerfield - Library Board
  - Arpin - Funds Carried Forward
  - Pardeeville - Hiring of Director
  - Cambridge - New Director Hire
  - Albany - New Director Questions
  - Multiple Annual Report Questions From Multiple Libraries