


TO: SCLS Board of Trustees
FROM: M. Van Pelt, System Director 
IN RE: 2022 SCLS Annual Report
DATE: February 16, 2023

The draft 2022 Annual Report is included in the board packet. It is in a different format than past years since the software used by DPI does not yet allow PDF printing. It is a glitch that DPI is working on. As usual the financial pages for 2022 are not included yet since we are in the middle of the 2022 audit. Hopefully these issues will be resolved prior to the February board meeting and we will post/share the final – more readable - 2022 Annual Report with you as soon as possible. Thank you for your patience.

I. GENERAL INFORMATION

1. System Name	South Central Library System
Salutation	Ms.
2. System Director Name	Martha Van Pelt
3. Certification Grade	Grade 1
4. Certification Expiration Date	2025-09-30
5. Street Address (edit only if moved)	4610 S. Bltmore Ln., Ste. 101
6. System Phone No.	(608) 246-7970
7. Fax No.	(608) 246-7958
8. Mailing Address or PO Box	
9. System Website URL	http://www.scls.info
10. Director System E-mail Address	mvanpelt@scls.info
11. City/Village/Town	Madison
12. County	Dane
13. ZIP+4 Code	53718-2153
14. No. of Libraries Participating in the System	54
15. Does the system operate a books-by-mail program?	No
16. No. of Bookmobiles Owned	0
17. Estimated System Registered Users	0
18. UEI Number	FMDKUSL8JGJ6

II. SYSTEM COLLECTION

This section of the report collects data on selected types of materials. Under this category report only items the system has acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts.

Physical units are volumes, items or pieces. Items that are packaged together as a unit, e.g., two compact discs, several audiocassettes for one recorded book, or two videocassettes, and are generally checked out as a unit, should be reported as one physical unit.

1. Books in Print (end of year total)	1,445
1b. Books in Print Added During Year	66
2. Audio Materials (end-of-year total)	9
2b. Audio Added During Year	0
3. Video Materials	23
3b. Video Added During Year	0
4. System Licensed Electronic Collections (number available to members)	0
5. System Licensed E-books	173,351
6. System Licensed Electronic Audio Materials (downloadable)	71,196
7. System Licensed Electronic Video Materials (downloadable) ¹	0
8. Subscriptions (Includes periodicals and newspapers, but excludes those in electronic format)	14

III. SYSTEM SERVICES

1. Total Annual Circulation	4,865
2a. Items Loaned (provided to) ²	0
2b. Items Received (received from) ³	0

3. Use of System Electronic Resources

Use of digital resources. Report the number of uses of the following electronic resources for your library. System-wide electronic resources may be reported if the use can be authenticated to your library's patrons (for remote access) and for sessions conducted on library public-access computers. If the use count information is unavailable for your library, indicate "No data available" with the check-box or pull-down selection. If the library does not own or have access to certain resources, indicate "not applicable--not provided" using the pull-down selection tool. Do not report estimates. Note: Fields may be pre-filled if your system has provided data directly to DPI.

a. Uses of E-Books By Users of Your System	857,141
b. Uses of E-Audio by Users of Your System	781,364
c. Uses of E-Video by Users of Your System	344
d. Electronic Collection Retrievals	0

IV. SYSTEM BOARD AND ORGANIZATION

Provide a complete list of all board members and officers as of the date of this report. Enter "Vacant" in the first and last name fields if any positions are unfilled at the time of this report. Be sure to report the current Library Board President in the first line. If you cannot provide an email address for the President, please provide email addresses for other members when possible for official library system communications.

System Board President

List the System Board President as of the date of this report. Please provide an email address as well. If this trustee does not have an email address, please provide an email address for at least one other board member who could be contacted if necessary by the library system or state library.

	Salutation	First Name	Last Name	Street Address	City	Zip Code	Email Address
1. President	Mr.	Gary	Poulson	637 Charles Lane	Madison	53711	garypoulson@gmail.com

System Board Members

List other members of the system board as of the date of this report. Please be sure to indicate vacancies last.

	Salutation	First Name	Last Name	Street Address	City	ZIP Code	Email Address
2.	Mr.	Tim	Teelin	1150 College Ave	Baraboo	53913	tim.teelin@saukcountywi.gov
3.	Ms.	Nan	Brien	1706 Tarragon Drive	Madison	53716	brien@tds.net
4.	Ms.	Joan	Honl	717 Green Avenue	Stevens Point	54481	honlj@co.portage.wi.us
5.	Ms.	Susan	Felth	550 3rd Street S	WI Rapids	54494	sfeith@charter.net
6.	Mr.	Jacob	Wright	5113 Sherven Dr.	Madison	53716	wright.jacob@countyofdane.com
7.	Ms.	Linda	Ross	744 S. Main St	Poynette	53955	lindajross@charter.net
8.	Ms.	Eve	Galanter	109 N. Roby Rd	Madison	53726	eve.galanter@gmail.com
9.	Ms.	Nancy	Foth	1016 Ridge Rd	Stevens Point	54481	Nmfoth@gmail.com
10.	Mr.	Bill	Clendenning	1811 45th Street South	Wisconsin Rapids	54494	wcdistrict15@co.wood.wi.us

11.	Ms.	Theresa	Walske	P. O. Box 7574	Madison	53707	lindntm@hotmail.com
12.	Ms.	Mary	Nelson	250 Eagle Dr.	Grand Marsh	53936	jlm.sunspots@gmail.com
13.	Mr.	David	Berland	412 Juniper St.	Brooklyn	53521	dberland@gmail.com
14.	Mr.	Mike	Furgal	1411 14th Ave	Monroe	53566	gunner@wekz.net
15.	Mr.	Phillip	Cox	46 Harvest Way.	Fitchburg	53711	drpcox@charter.net
16.	Ms.	Jessica	Sayer	504G Eagle Heights Dr.	Madison	53705	j.a.m.sayer@gmail.com
17.	Mr.	Vacant	Vacant				
18.	Mr.	Vacant	Vacant				
19.	Ms.	Vacant	Vacant				
20.	Ms.	Vacant	Vacant				
21.	Ms.						
22.	Mr.						
23.	Ms.						

V. PUBLIC LIBRARY SYSTEM INCOME

Report revenue used for operating expenditures as defined at the beginning of Section VI. Report revenue by original source of income (federal, state, county or other). This may require the library to contact its system to determine the source of funding provided by the system to the library. Do not report income for capital expenditures, or income passed through to another agency (e.g., fines). (See the definition of library capital funds in Section VII below.) Report revenue for the calendar year just ended and round amounts to the nearest dollar. Local and county government appropriations for library service are governmental funds designated by the municipality(s) or county of the public library and available for expenditure by the public library. Library operating costs paid directly by the municipality may be included as library revenue and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. Indicate separately funds expended by the local government directly for library services. (For example, employee fringe benefits or library heating and electrical expenses for a shared facility may be paid directly by the municipality. If documented, these expenditures would be indicated separately, and in addition to the library's appropriation, under income from local or county sources.) Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations, or rent paid by the library to library's municipality for public library space.

1. County Government

Report county government appropriations received by the library system.

a. System Member County Appropriations Received by Library System

	County Name	Amount
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$

Subtotal 1a

System Member County Appropriations \$

b. Other County Payments Received

	County Name	Amount
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$

Subtotal 1b

Other County Payments \$

2. State Aid to Public Library Systems

Report the public library system state aid received by the public library system for the report year. Do not include any amount of unexpended state aid carried forward from previous years.

State Aid to Public Library Systems \$2,543,429

3. Other State Funded Programs - List individually

Report grants or payments received from your library system using State Funds (NOTE: payments or reimbursements for system LSTA Grants should be reported in V.4. Federal Funds, below). Report only grants or payments that were received and expended by the library. Do not report payments made directly by the library system for goods or services.

	Description	Amount
a.		\$
b.		\$

c. \$

Subtotal

Other State Funded Programs

4. Federal Aid - Name of program and, if LSTA, include project number. List individually.

Federal funds are any federal government funds distributed to the system, including federal funds distributed by the state. Enter the name of the federal program(s) and the amount(s) received. Report Library Services and Technology Act (LSTA) grant awards to your system here and enter the "DPI Grant Number" as the Project Number and "DPI Grant Name" as the Program Name. NOTE: LSTA grant awards to systems that are used to reimburse member libraries for expenses, or otherwise passed through to a member library, should be reported by the member library on the member library annual report. Only report the portion of the grant used for system-wide activities or where the system acted as the fiscal agent and distributed supplies, materials, or services to member libraries.

	Project Number	Program Name	Amount
a.			\$
b.			\$
c.			\$
d.			\$
e.			\$
f.			\$
g.			\$
h.			\$
i.			\$
j.			\$

Subtotal

Federal Aid \$

5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc.

Contract income is income received from government units, libraries, and library systems other than your system for services provided by the library. State and federal funds received from your system should be reported as state or federal income above. Funds received from adjacent towns or municipalities may be reported here unless they are part of a formal joint-library operating agreement, in which case the revenue should be reported in V.1. above. If the contract funds are not paid directly to the library board, but are instead paid to the library's municipality, and are not available as revenue to the library in addition to the municipal appropriation for library service, do not report those revenues here. Do not report federal Library Service and Technology Act grants received from the state or system, or state funds from your public library system, as contract income. Important: Enter the name of the agency from which your library received contract income and the amount received.

	Name	Amount
a.		\$
b.		\$
c.		\$
d.		\$
e.		\$
f.		\$
g.		\$
h.		\$
i.		\$
j.		\$

Subtotal

Contract Income \$

6. Other Income

Interest Earned from State Aid Funds Investments	\$ \$0
All Other Unexpended Funds from Previous Year(s)	\$
Unexpended State Aid from Previous Year(s)	\$
Interest Earned from Other Fund Investments	\$ \$0
Gifts and Endowments to the System	\$ \$0
All Other Sources	\$ \$0

Subtotal

Other Income \$ \$0

7. Total Income

(Add 1 through 6)

Total Income \$ \$2,543,429

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES

Operating expenditures are current and recurrent costs necessary to the provision of library service. Library operating costs paid directly by the municipality may be included as income and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. (For example, employee fringe benefits or library heating and electrical expenses in a shared facility may be paid directly by the municipality. If documented, these expenditures may be included.) Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donation, or rent paid by the library to library's municipality for public library space. Do not include capital expenditures under this category (see instructions for the immediately following section).

	System State Aid	Other State and Federal Aid	All Other	Annual Total
1. Salaries and Wages	\$0	\$0	\$0	\$0
2. Employee Benefits	\$0	\$0	\$0	\$0
3a. System Collection - Printed Material	\$	\$	\$	\$
3b. System Collection - Electronic Material	\$	\$	\$	\$
3c. System Collection - Audiovisual Material	\$	\$	\$	\$
3d. System Collection - All Other Material	\$	\$	\$	\$
Collection Expenditures Subtotal	\$	\$	\$	\$
4. System Contracts - Attach a brief description of contracts; i.e., recipient, amount, and purpose.	\$	\$	\$	\$
5. System Payments to Member Libraries - Attach lists of individual payments.	\$	\$	\$	\$
6. All Other Operating Expenditures	\$	\$	\$	\$
7. Total Operating Expenditures	\$0	\$0	\$0	\$0
8. System Capital Expenditures	\$	\$	\$	\$

VII. SYSTEM MEMBER COUNTY APPROPRIATIONS FOR LIBRARY SERVICE

Report the total amount appropriated for public library service for the report year for each county in your system. Include all funding, including those paid to a library system or another county's public libraries.

	County Name	Amount
1.	Adams	\$480,424
2.	Columbia	\$751,970
3.	Dane	\$6,081,663
4.	Green	\$507,168
5.	Portage	\$1,811,987
6.	Sauk	\$1,226,129
7.	Wood	\$1,111,085
8.		\$
9.		\$
10.		\$

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE

Complete the following Public Library System Annual Report Plan Evaluation and Certification of Compliance for the report year.

Membership Agreements

(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4. with all member libraries. Yes
Copies of the most recent agreements have been filed with the Division for Libraries and Technology. Yes

Resource Library Agreement

(b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library. Yes
Signed copies of the report year and current year resource library agreements have been filed with the division. Yes
Others

Reference Referral and Interlibrary Loan

Wis. Stat. § 43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system. Yes

Services

For each reference, referral, and interlibrary loan service listed below, click the Yes or No radio button to indicate whether the service is provided by your system. If your system provided reference, referral, and interlibrary loan services that are not shown here, please list those services in Others.

Reimbursed member libraries for ILL	Yes
Maintained ILL Clearinghouse	No
Contracted for ILL Clearinghouse	Yes
Maintained a shared database of member library bibliographic records and holdings	Yes
Utilized WISCAT to promote interlibrary loan	Yes
Maintained a system interlibrary loan plan	Yes

Others Coordinate and chair the system's ILL committee to work on issues related to ILL. Provide authentication service for all reference databases that member libraries offer to the public.
Other Comments

Inservice Training

Inservice Training 1

Wis. Stat. § 43.24(2)(e) Inservice training for participating public library personnel and trustees. Yes

Services

For each inservice training listed below, click the Yes or No radio button to indicate whether the service is provided by your system. If your system provided inservice training to participating public library personnel and trustees that is not shown here, please list those services in Others.

Conducted workshops for member library staff and trustees	Yes
Maintained a calendar of CE events	Yes
Provided scholarships and grants for member library staffs	Yes
Maintained a professional collection for system and member library staffs.	Yes

Inservice Training 2

Wis. Stat. § 43.24(2)(h) Professional consultant services to participating public libraries.

Yes

Services

For each professional consulting service listed below, click the Yes or No radio button to indicate whether the service is provided by your system. If your system provided professional consultant services to participating public libraries that are not shown here, please list those services in Others.

Public library administration and governance	Yes
Adult services	Yes
Youth services	Yes
Library automation	Yes
Building and remodeling	Yes
Technical services	Yes
Interlibrary loan and resource sharing	Yes
Staff development (certification, CE, etc.)	Yes
Planning and evaluation, standards	Yes
Collection development	Yes
Legal issues	Yes
Public relations	Yes
Reference and information services	Yes
Inclusive Services	Yes

Others

SCLS pays the annual Wisconsin Library Association membership dues for library directors or their designees up to \$100.

Other Comments

Delivery and Communication

Wis. Stat. § 43.24(2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

Yes

Services

For each delivery or communication service listed below, click the Yes or No radio button to indicate whether the service is provided by your system. If your system provided delivery and communication services that are not shown here, please list those services in Others.

Had regular courier or van delivery service	Yes
Provided an 800 number, phone credit card, or accepted collect calls	Yes

ILL Transactions Sent By:

Email	Yes
OCLC	Yes
Local automated system	Yes
WISCAT	Yes

Services

Used fax for document delivery/communication	Yes
Used mail as primary delivery system	No
Published a newsletter	Yes

Others

SCLS is responsible for the statewide delivery of library materials. SCLS provides the LINK Express service to non-public library agencies. Delivery staff works with member libraries on planning for new buildings or renovations relevant to delivery and material handling.

Other Comments

Service Agreements

Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.

Yes

Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Yes

Services Provided for in Adjacent Library Systems

For each of the services listed below, click the Yes or No radio button to indicate whether the service is provided for in the adjacent library system agreements for the report year. If your system provided for services in its adjacent library system agreements that are not shown here, please list those services in Others.

Reciprocal borrowing between systems	Yes
Cash payments in cross-system lending	No
Continuing education	Yes
Delivery	Yes
Newsletter exchange	Yes
Cooperative planning/information exchange	Yes
Audiovisual services	No
Cooperative purchasing	No

Others

Inclusive Services

The Division for Libraries and Technology interprets services to users with special needs as inclusive services. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community, including services to individuals or groups for whom using the public library is difficult, limited, or minimized.

Wis. Stat. § 43.24(2)(k) Promotion and facilitation of library service to users with special needs.

Yes

Summary of Services or Initiatives

Social Work Intern Cohort project: The Social Work Intern Cohort is coordinated by South Central Library System Consultants, Shawn Brommer and Mark Jochem, to help member libraries address social service needs in their communities. This is in response to needs expressed by member libraries through surveys, meetings, and informal conversations over several years. Intentional efforts started in early 2021, with a webinar series introducing social work concepts and library partnerships. In mid-2021, SCLS approached field placement coordinators at the University of Madison Sandra Rosenbaum School of Social Work and University of Stevens Point Department of Sociology and Social Work to discuss student internships at libraries. In this partnership, SCLS serves as a connector between member libraries and the schools. The Social Work Intern Cohort has a pilot membership of 14 library locations in urban, suburban, and rural libraries. The Cohort aims to place social work practicum students in libraries to: provide direct service through 1-on-1 consultations or programs; provide training to library staff; and/or work on library social service projects. Throughout 2022, the Social Work Intern Cohort focused on planning for student placements. The Cohort met on several occasions to share information about concerns in their libraries; discuss how an intern might help in the library; and ways to communicate opportunities to potential interns. In December of 2022, a staff-facing social service needs survey created by the University of Stevens Point was distributed to collect information from all library staff in SCLS. Over 250 library staff responded to the survey. The results will be used to help inform future actions of the Cohort and continuing education from the library system. By the end of 2022 a student from the University of Wisconsin-Stevens Point was successfully placed at Portage County Public Library. Idea project - Libraries Talk about Race The IDEA (Inclusion Diversity Equity in Action) Team, composed of library system consultants from IFLS, Northern Waters Library Service, Winding Rivers Library System, Southwest Wisconsin Library System, and South Central Library System coordinated a series of LSTA-funded programming for library staff called: Libraries Talk about Race. They contracted with diversity, equity, and inclusion consultants from the Madison-based, The People Company, to develop content statewide through webinars, group discussions, and resources for individual study. Group discussions were facilitated by library staff who received specialized training. The IDEA Team created a website dedicated to house this content for continued access. In late 2022, the IDEA Team started planning for the next year with the assistance of an advisory committee of 10 library staff members from diverse backgrounds. Workforce Development In 2022 SCLS continued to support the workforce development efforts of member libraries. This was primarily accomplished through partnerships and training opportunities. SCLS helped coordinate initiatives of the statewide Libraries Activating Workforce Development Skills (LAWDS) Project - most significantly the workforce development library volunteers program with WISHRM (Wisconsin Society for Human Resource Managers). SCLS will continue to participate in statewide workforce development initiatives as LAWDS is now the Library Workforce Connection. In addition to statewide partnerships, SCLS meets regularly with regional partners: Workforce Development Board of South Central Wisconsin, Bridges Library System, Monarch Library System, and Winnefox Library System to discuss regional workforce concerns and projects. SCLS provided or helped coordinate library staff training in digital literacy and assisting community members reentering from incarceration. The SCLS Workforce Development Consultant, Mark Jochem, assisted in the facilitation of the Portage Area Workforce and Service Connection (PAWSC). This is a consortium of service providers and is led by the Portage Public Library. Members include: Columbia County Health and Human Services, River Haven Shelter, Forward Service Corporation, WorkSmart Network, and Workforce Development Board of South Central Wisconsin. He coordinated presentations for the group from United Way of Dane County and LIFT (Legal Interventions For Transforming) Wisconsin. Finally, SCLS sends listings of monthly job seeker events and small business training opportunities for its members to share with their communities. Inclusive Services check-ins Bimonthly meetings open to all member libraries facilitated by Shawn Brommer and Mark Jochem. The check-in meetings provide an opportunity for member library staff to exchange ideas for inclusion and discuss what inclusion looks like or could look like for their libraries. The meetings are also an opportunity for members to learn about how the system could provide support for inclusive services. Member Library Boards of Directors and the development of Diversity, Equity, and Inclusion Advisory Committees Shawn Brommer and Mark Jochem worked with the Sun Prairie Public Library Board of Trustees to create the Equity, Diversity and Inclusion Advisory Committee. The Diversity, Equity, and Inclusion Advisory Committee advises the Sun Prairie Public Library Board and staff on practices to ensure that all community members feel welcomed, seen, and safe when they visit the library; attend library programs; use library resources; interact with library staff, administration, and volunteers; and connect with all services that the library provides. Brommer and Jochem used the Inclusive Services and Guide for WI Public Libraries, as a resource for this work. Vision and Values Development Jean Anderson, Shawn Brommer, and Mark Jochem worked with the Oregon Public Library Director and staff to identify shared staff values and a vision of service that is centered around ideas of Belonging, Welcoming, and Inclusion for all library patrons, community members, and library staff.

Agencies with which the system had the most contact

University of Wisconsin-Madison Rosenbaum School of Social Work University of Wisconsin-Stevens Point Department of Sociology and Social Work WI Humanities Council WI Science Festival Other library systems: Bridges Library System IFLS Monarch Library System Northern Waters Library System Southwest Wisconsin Library System Winding Rivers Library System Winnefox Library System Workforce Development Board of South Central Wisconsin Portage Area Workforce and Service Connection - Consortium Columbia Co. Health and Human Services - Economic Support Division River Haven Shelter Forward Service Connection WorkSmart Network Portage Public Library United Way of Dane County Wisconsin Rapids Job Center Dane County Job Center LIFT (Legal Interventions for Transforming) Wisconsin Wisconsin Society for Human Resource Managers (WISHRM) Greater Madison Area SHRM (Society for Human Resource Managers)

2/9/2022 - Wisconsin Libraries Talk about Race at Work - Debbie Biddle, The People Company Workplace conversations on race can be challenging. Even with the best intentions and sincere willingness to listen and understand, talking about racism can be uncomfortable. Rather than avoiding the necessary discussions and exchanges, we can learn how to productively talk about race. We can have conversations about race, racism and racial equity. We can create brave, bold and safe spaces to ask questions, share experiences, make commitments, co-create solutions, hold ourselves accountable and have an authentic, measurable and lasting impact. 3/9/2022 - Engaging in Sensitive Conversations & Handling Pushback - Debbie Biddle, The People Company Engaging in uncomfortable conversations can be difficult. According to McKinsey & Company on barriers to inclusive workplaces, four out of ten racial- or ethnic-minority employees were at least slightly uncomfortable discussing identity-related issues at work. Employees were uncertain about how colleagues would respond and concerned about being seen as different. To be truly inclusive, organizations should prioritize the psychological safety of all employees by facilitating opportunities to build inclusive conversation skills that allow respectful and effective engagement in the sometimes sensitive conversations around race, equity, inclusion, and diversity and handling the pushback that sometimes occurs in these conversations. We'll explore the importance of vision casting and listening for understanding others' viewpoints. We will help participants see their place and role in moving an organization closer to anti-racist, diversity, inclusion, and equity goals. 3/17/2022 - SCLS Services & Support for Intellectual Freedom - Shawn Brommer and Tracie Miller, South Central Library System A discussion about recent intellectual freedom concerns and to learn about new support services and assistance available from the South Central Library System. 4/14/2022 - Understanding Why DEI Matters in Majority White Spaces - Debbie Biddle, The People Company This session presents the foundational understanding and importance of diversity, equity, and inclusion in conjunction with the core values and behavior standards. Participants will learn a common language and receive an overview of diversity, equity, and inclusion using discussion along with interactive knowledge checks to gauge understanding. They will discover how their own values, culture, and experiences affect interactions with colleagues, attitudes about work, and understanding of workplace values. 4/27/2022 - Reentry Resources and Programs for Your Community - Presented by: Chris Nolet, Department of Corrections; Carly Haug, Department of Corrections; Amy Ernest, Forward Service Corporation; Rachel Stewart, WorkSmart Network; Jennifer Brikowski, Wisconsin Job Service; Marsha Mansfield, Lift Wisconsin; Ed Wall, 211 Director United Way of Dane County; Ginny Whearty, WorkSmart Network In recognition of Second Chance Month, we are offering a reentry resources and programs webinar opportunity. Second Chance Month was established in 2017 by the Prison Fellowship organization, and recognized by presidential proclamation in 2021. It recognizes the barriers and challenges to finding and keeping employment encountered by people who have completed their time in incarceration (jail or prison) and are reentering the community. Libraries can help their patrons with resources and information about programs available to assist the transition. Finding employment can be a key factor in adjusting to community life and avoiding re-offending. During this webinar, participants will learn: Reentry 101 - background information about incarceration and the reentry process Employment and social service programs available in communities and through local job centers Incentive programs for employers to hire people with criminal records LIFT Wisconsin Legal Tune-up program to review criminal records Featured programs and speakers: Chris Nolet, Department of Corrections Carly Haug, Department of Corrections Amy Ernest, Forward Service Corporation Rachel Stewart, WorkSmart Network Jennifer Brikowski, Wisconsin Job Service Marsha Mansfield, Lift Wisconsin Ed Wall, 211 Director United Way of Dane County Ginny Whearty, WorkSmart Network Register here to attend the Reentry Resources and Programs for Your Community panel discussion webinar. This webinar is sponsored by the LAWDS (Libraries Activating Workforce Development Skills) Project and the Bridges, Monarch, South Central and Winnefox Library Systems. 6/1/2022 and 6/2/2022 - Adult Mental Health First Aid - Dan Muxfield Adult Mental Health First Aid (MHFA) training is intended for adults who wish to help people with emerging mental health disorders or experiencing a mental health crisis. The goal of MHFA training is to teach people to recognize signs and symptoms of an emerging mental health disorder or mental health crisis. Participants also learn a 5-step action plan to engage and ultimately guide people to both professional and community resources that can help. Attendees need to complete a self-paced online overview prior to attending the live online sessions. Information will be sent to registrants about a week prior to the live sessions. Part two of the training is two (2) three-hour live sessions and attendees are expected to attend both sessions. These will not be recorded. Certified Mental Health First Aid Instructors lead Part Two of the training. The 6-hour session takes the knowledge and skills learned in part one and applies them to crisis and non-crisis situations. Through a combination of lectures, activities, scenarios, and videos, participants learn to assess, approach, listen non judgmentally, give reassurance/information, encourage appropriate help, and encourage self-help to people showing signs/symptoms of a mental health disorder or mental health crisis. Participants who complete the class receive a 3-year certification as a Mental Health First Aider. This program is presented in part by the Department of Public Instruction, with funds from the Institute of Museum and Library Services in the form of a Professional Learning Library Services and Technology Act (LSTA) grant. 6/23/2022 - Hands-on, Hands-off, and Hands-down Helpful: Digital Literacy Resources for Community Members and Staff - Mark Jochem, South Central Library System Digital literacy is more vital than ever as ways of working and living have significantly changed before, during, and for the foreseeable future after the COVID-19 pandemic. A startling 1 out of 3 adults (ages 16-54) have "no digital skills" or "limited digital skills" (National Skills Coalition, 2020). Digital literacy is a critical skill necessary for many people to fully participate in work, school, and life. However, many libraries have limited staff time to dedicate to teach these skills. So where can you find free, comprehensive, and largely self-directed resources to support these skills? In the, Hands-on, Hands-off, and Hands-down

	<p>Helpful, webinar participants will learn the ins and outs and uses of three accessible and interactive resources to support digital living and job seeking. The resources highlighted will include GCFGlobal, DigitalLearn.org, and Northstar Digital Literacy. They were selected for their wide applicability, usability, and versatility for patrons and staff. 9/29/2022 Using Workforce Development Assistance Resources - Mark Jochem, South Central Library System; Beth Tomev, DPI; Chris Baker, Portage Public Library; and Bob Von Der Linn, WISHRM Library staff are often asked to help library users navigate job seekers and employment services. In partnership with the Job Center of Wisconsin, the Department of Workforce Development, and Wisconsin Workforce Development Boards, the DPI has developed multiple resources for library staff in their work to assist in building partnerships with workforce development teams and to enhance knowledge of workforce systems, and programs and services that support job seekers. This webinar will discuss how library directors and staff members who work with library users in search of workforce assistance may best utilize the resources provided through the Library Activating Workforce Development Skills (LAWDS) project, including setting up your library's web pages with materials already created in the marketing toolkit and working with volunteers from the Wisconsin Society of Human Resource Management (WISHRM). 10/22/2022 Updating Your Collection: Selecting and Deselecting Materials with Native Content - Dr. Debbie Reese Providing the best possible service to the public means we must periodically update our collections. Do the materials in your library accurately reflect Indigenous peoples of Wisconsin and the United States? How do you know? In this session, you'll have an opportunity to gain insights into selecting and deselecting materials with Native content.</p>
Other Comments	Strategic Planning Shawn Brommer helps public library directors and boards create Strategic Plans of service that include goals that focus on providing inclusive services and experiences for all community members, library staff, and library board members.

Other Types of Libraries Wis. Stat. § 43.24(2)(L)

Cooperation and continuous planning with other types of libraries in the system area which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.	Yes
An advisory committee or planning group including representatives from other types of libraries met and established objectives relating to this requirement for the plan year.	Yes
The system has agreements with other types of libraries or there is a clear link between the system and the individual members of the multitype organization if the system participates in a cooperative agreement with a multitype organization.	Yes

System Services Provided to Other Types of Libraries

"For each service provided to other types of libraries listed below, click the ""Yes"" check-box to indicate whether the service is provided by your system. If your system provided services to other types of libraries that are not shown here, please list those services in Others."

Consultation	Yes
Continuing education / workshops	Yes
ILL (Direct)	Yes
Union list of serials	No
Directory of libraries	Yes
Delivery services	Yes
Back-up reference services	Yes
Newsletter	No
Technical services	No

Others	
Other Comments	

Library Technology and Resource Sharing Plan

Wis. Stat. § 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources.	Yes
Member public libraries and other types of libraries in the system area had an opportunity to review and comment on the plan.	Yes
A copy of the public library system technology and resource sharing plan has been filed with the Division for Libraries and Technology.	Yes

Other Service Programs

Wis. Stat. § 43.24(2)(l) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library board after consultation with participating public libraries.	Yes
Other Service Programs	Assist libraries in requesting reimbursement from adjacent counties. Assist member libraries in the process of filing annual reports through training, providing forms support and reviewing completed reports. SCLS created a 501(c)3 foundation to allow public libraries in Wisconsin to participate and take advantage of 501(c)3 status without having to incur the cost of creating their own foundation.

Administration

The system did not expend more than 20 percent of the state aid received in the report year for administration.	Yes
---	-----

IX. COLLABORATIVE ACTIVITIES

Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's current resource library contract.

Summary of Collaborative Activities	<p>1. Wisconsin Public Library Consortium (WPLC) OverDrive purchasing pool. 2. Shared delivery service of materials among SCLS members instead of U.S. Mail. 3. Wild Wisconsin Winter Web Conference: a 2 day web conference with speakers from across the country. Wisconsin library systems share the cost. 4.</p>
-------------------------------------	--

Partnership between SCLS & the Madison Mallards & Wisconsin Rapids Rafter's baseball teams for 15,000 tickets & PSAs 5. SCLS coordinates Trustee Training Week with other systems and shares the cost of presenting (5) 1 hour training webinars for library trustees. 6. Member of the System Office Managers and Bookkeepers Association of Wisconsin (SOMBAW). 7. Tech Days: Partner with other library systems for 3 Tech Days presentations

Cost Benefits

For each activity above, list the estimated cost benefit realized.

Name of Activity	Activity Savings
Wisconsin Public Library Consortium (WPLC) OverDrive purchasing pool.	1,052,513
Shared delivery service	33,614,002
Wild Wisconsin Winter Web Conference	5,450
SCLS partnerships with baseball teams	45,000
Trustee Training Week	2,727
SOMBAW membership include free training & shared knowledge of administrative resources	150
Tech Days	2,857

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES

Provide a summary of your public library system expenditures by system service program and fund source for the report year.

NOTE: Technology, Reference and Interlibrary Loan, and Continuing Education and Consulting Service Program areas may be divided into subprograms at the discretion of the system.

Technology, Reference and Interlibrary Loan

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
1.				
2.				
3.				
4.				
5. Electronic Resources				
Subprogram Total				

Continuing Education and Consulting Services

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
1.				
2.				
Subtotal				

Programs

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Delivery				
Inclusive Services				
Collection Development				
Direct Payment to Members for No				
Direct Nonresident Access Paymen				
Library Services to Youth				
Public Information				
Administration				

Other System Programs

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Program Funds	All Other Income	Total
1.				
2.				
3.				
4.				

Totals

System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Grand Totals			

Estimated Expenditures for Technology-Related Services Provided by the System

To support the use of the state Universal Service Fund for public library system aids, the Division is asked to provide public library system costs related to telecommunications and technology. Of the grand total of each of the three sources of income; system aid, carryover, and interest earned; other state and federal library program funds; and all other income; estimate total expenditures for technology-related services provided by the system.

System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
--	---	------------------	-------

XI. SYSTEM STAFF

Report as of the last day of the year just ended. Indicate all positions funded in the library's budget whether those positions were filled or not. Do not list volunteers or staff paid from funds not administered by the library. Libraries with 20 or fewer employees must include all employees under 1a and 1b. Libraries with more than 20 employees should list the head librarian / director, chief assistants, branch librarians, division heads and other supervisory personnel in 1a., and see the instructions for 1b below. Libraries must complete section 2. as well to provide an accurate FTE total for all library staff. Include maintenance, plant operation and security staff paid by the library.

1. Personnel Listing

Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

Libraries with 15 or fewer employees report all employees under 1a and 1b below. Libraries with more than 15 employees list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in section a., listing non-librarian positions (such as "Business Manager") after librarian positions, and report other employees under various job classifications in section b.

a. Directors, department heads, branch heads, and full-time or permanent staff, as space allows.

List System Director on first line. Systems with more than 15 employees, report as many of those who hold the title of "librarian" in this section, with assistant directors and department heads listed first.

-Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

	First Name	Last Name	Position	Type of staff	Annual Salary	Hrs Worked/Week
1.	Martha	Van Pelt	System Director	MLS (ALA)	\$	40.00
2.	Victoria	Teal Lovely	Technology Services Coordinator	MLS (ALA)	\$	40.00
3.	Jean	Anderson	Consulting Services Coordinator	MLS (ALA)	\$	40.00
4.	Shawn	Brommer	Youth Services & Community Engagement Co	MLS (ALA)	\$	40.00
5.	Amy	Gannaway	Technical Services Consultant	MLS (ALA)	\$	40.00
6.	Tracie	Miller	Public Library Administration Consultant	MLS (ALA)	\$	40.00
7.	Mark	Jochem	Workforce Development Consultant	MLS (ALA)	\$	40.00
8.	Heidi	Oliversen	Circulation Services Consultant	MLS (ALA)	\$	40.00
9.	Tamara	Ramski	Digitization Consultant	MLS (ALA)	\$	40.00
10.	Rose	Ziech	Web Services Consultant	MLS (ALA)	\$	40.00
11.	Kayla	Linke	Metadata Specialist	MLS (ALA)	\$	40.00

b. Other Paid Staff

"Other paid staff" includes all other employees paid from the system's budget, including plant operations, maintenance and security personnel.

The Division now requests systems to report wages paid to all staff in each classification reported, at the request of the Wisconsin Association of Public Libraries, in order to gather salary information for library positions in lieu of the separate salary survey. Summary data, with titles and wages, will be distributed to library system administrators so that they may assist member libraries with comparative salary queries. In the future, queries may be developed through the Counting Opinions report function.

	Position	Total Annual Wages	Hrs Worked/Week
1.	HR & Finance Coordinator KG	\$	40.00
2.	Office Manager HM	\$	40.00
3.	ILS Support Technician 1 MK	\$	40.00
4.	ILS Support Technician 2 CW	\$	40.00
5.	Help Desk Technician NO	\$	40.00
6.	Software Support Specialist BH	\$	40.00
7.	Network Administrator WA	\$	40.00
8.	IT Support Specialist CE	\$	40.00
9.	Field Services Technician 1 EP	\$	40.00
10.	Technology Project Administrator KH	\$	40.00
11.	Building and Design Consultant DH	\$	40.00
12.	System Administrator AH	\$	40.00
13.	Data Services Consultant TD	\$	40.00
14.	Logistics & Operations Support Manager BG	\$	40.00
15.	Delivery Services Coordinator CB	\$	40.00
16.	Delivery Operations Manager BS	\$	40.00
17.	Delivery Fleet Manager JS	\$	40.00
18.	Delivery Supervisor WB	\$	40.00
19.	Operations Support Manager JGT	\$	40.00
20.	Driver 2 (13)	\$	
21.	Driver 1 (5.58 FTE)	\$	
22.		\$	
23.		\$	
24.		\$	

2. System Staff Full-Time Equivalents (FTEs)

To determine full-time equivalents, the total hours worked per week for each category is divided by 40.

a. Persons Holding the Title of Librarian

Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

Master's Degree from an ALA Accredited Program	11.00
Other Persons Holding the Title of Librarian	0.00

Subtotal	11.00
----------	-------

b. All Other Paid Staff

Total hours worked per week by all other staff paid from the system budget, including plant operation, security, and maintenance staff. This number of hours is divided by 40 to determine full-time equivalents.

All Other Paid Employees	19.00
--------------------------	-------

c. Total System Staff Full-Time Equivalents

Sum of FTEs reported on 2a and 2b. This is the total library system staff full-time equivalent.

Total Paid Employees	30.00
----------------------	-------

XII. SYSTEM MEMBERSHIP

Select "Yes" to indicate compliance.

[Note to user: You may click on each question below to view the entire statement of compliance as it will appear on the printed document.] Indicate whether your public library system members have indicated compliance with the following membership requirements. If any of these conditions have not been met, attach a written explanation of the circumstances resulting in noncompliance and a description of actions to be taken to achieve compliance (include timelines).

We hereby assure the Public Library System Service of which this library is a member and the Division for Libraries and Technology Department of Public Instruction, that the member libraries of this Public Library system are in compliance with the following requirements for public library system membership as listed in Wis. Stats. 43.15(4)(c).

Are the public library members established under the provisions of Chapter 43 of the Wisconsin Statutes? [s. 43.15(4)(c)1]	Yes
Are the public library members authorized by the municipal governing board to participate in the public library system? [s. 43.15(4)(c)3]	Yes
Have the library members maintained a written agreement to participate in the library system, ILL, and provide "same services"? [s. 43.15(4)(c)4]	Yes
Are the member libraries' head librarian certified at the appropriate grade level? [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03]	Yes
Have all counties participating in the system entered into written agreements with the system? [s. 43.15(4)(b)3]	Yes
Have all counties participating in the system adopted and maintained the plan of library service submitted and approved under s. 43.11(3) and s. 43.13(1)? [s. 43.15(4)(b)1]	Yes
Is each public library member open to the public an average of at least 20hrs/wk? [s. 43.15(4)(c)7]	Yes
Does each public library member annually spend at least \$2,500 on library materials? [s. 43.15(4)(c)8]	Yes

XIII. CERTIFICATION OF STATUTORY COMPLIANCE (select Yes to indicate compliance)

Select "Yes" to indicate compliance.

Note to user: You may click on each question below to view the entire statement of assurance as it will appear on the printed document.

As of the date of this report, indicate whether the following statutory requirements are being met by the system. If any of these requirements were not met, attach a written explanation of the circumstances resulting in noncompliance and a description of the actions to be taken to achieve compliance (include timelines). Any current written contracts or agreements not previously filed with the division providing evidence of compliance must be enclosed with this report. This report is for compliance as of the date of this report. If compliance is later not maintained in any area reported as being in compliance, notify the Division for Libraries and Technology.

Select "yes" to indicate compliance with the requirements below. Unselected statutes indicate noncompliance.

Is the library system board constituted and operated in compliance with s. 43.17(1) and (2) and s. 43.19(1)(a) and (b)?	Yes
Has the library system board appointed a head librarian who is responsible for administration of the public library system? [s. 43.17(4)]	Yes
Is the library system organized and operated in compliance with Wis. Stat. s. 43.15 Standards for public library systems?	Yes

Wis. Stat. § 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided.

Does the system have written agreements that comply with s. 43.15(4)(c)4. with all member libraries?	Yes
Does the system provide backup services from the system resource library? [s. 43.24(2)(b)]	Yes
Does the system refer or route reference and interlibrary loan requests? [s. 43.24(2)(d)]	Yes
Does the system provide inservice training? [s. 43.24(2)(e)]	Yes
Does the system deliver electronic information and physical library materials? [s. 43.24(2)(fm)]	Yes
Does the system have service agreements with all adjacent library systems? [s. 43.24(2)(g)]	Yes
Does the system provide professional consultant services? [s. 43.24(2)(h)]	Yes
Does the system provide other service programs designed to meet library and resident needs? [s. 43.24(2)(i)]	Yes
Does the system promote and facilitate library services to users with special needs? [s. 43.24(2)(k)]	Yes
Does the system cooperate and plan with other types of libraries for sharing resources? [s. 43.24(2)(L)]	Yes
Does the system plan with the division and libraries about library technology and sharing resources? [s. 43.24(2)(m)]	Yes
Does the system reimburse no more than actual costs to libraries that provide interlibrary borrowing services to individuals from another library? [s. 43.24(2)(n)]	Yes

ATTACHMENTS

Files of system annual report attachments and enclosures may be uploaded instead of being provided as paper copies. If available, please upload Excel or Word files of financial information instead of PDF files. For instructions, refer to [For instructions, refer to Wisconsin Library and System Annual Reports: Using LibPAS](#)

Report Attachments	2022 SCLS Annual Reports List.docx
--------------------	------------------------------------

¹, OverDrive discontinued videos in 2022 (0-2023-02-16)

², Madison Public Library, the SCLS Resource Library handles all ILL. (0-2023-02-16)