

March 2023 Report for Board and AC (February 9 - March 8, 2023)

Deb

- Working with Monroe St. Library to select paint and replace a settee in the lower level.
- 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. Meeting with building/board members to look at furniture and fabric
- 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. Sent some teen options, got a quote for storytime room tables & chairs. Looking for adult area lounge chairs.
- Working with South Madison Library to find vinyl to reupholster cushions in the youth area.
- Working with Hawthorne to get more children's area stacking chairs.
- 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 Pinney to look for flooring, protective wall covering, children's chairs and tables, outdoor lounge chairs.
- Working with the Building Needs Assessment Workgroup (BNAW) on the new SCLS office.
- Coordinating furniture installations, pickups for reupholstering.
- 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)
- Sent out Summer Library Program materials to order (flyers, brochures, activity sheets)

Jean

- **Webinars/workshops hosted**
 - Annual Report Office Hours
 - CCBC Shorts
- **Meetings/Conferences hosted/attended**
 - Attended the bi-monthly all staff meetings
 - Lead monthly Consultant Team meetings
 - Attended the bi-monthly Move Team meetings
 - Led the Library Innovation Subcommittee meeting in Rose Ziech's absence
 - Met with CE Planning Team
 - Hosted the State Agency Librarians meeting
 - Attended the monthly Administrative Council meeting
 - Attended the bi-monthly BNAW meeting
 - Attended the WiLS Member Meeting
- **Upcoming Webinars/CEs**
 - Position Your Library to Provide Workforce Assistance to Your Community, March 10 at the Portage Public Library, Mark Jochem hosting
 - Great New Books for Children, Birth - Grade 5, March 15 (webinar)
 - Great New Books for Older Children & Teens, Grades 6 - 12, March 29 (webinar)

- **Statewide Events/Projects**
 - Attended the monthly Wisconsin Library Association (WLA) Conference Committee meeting
 - Attended the monthly Continuing Education Consultant meeting
 - Finished up last surveys for Wild Wisconsin Winter Web Conference and sent to presenters for the Reference & Readers Advisory tracks
- **IDEA Project (LSTA 2022-23 Project)**
 - Met with Shauna Koszegi, Southwest Wisconsin Library System, and Leah Langby, IFLS Library System, to work on planning the series of webinars and in-person workshops for the IDEA team
 - Attended the monthly IDEA Team meeting
 - Worked on contracts for presenters, locations for in-person workshops, and scheduled the webinars
- **Director Support & Certification**
 - Consulted with Katherine Elchert, director of the McMillan Memorial Library, on training needs
 - Validated Certification Summations for directors as needed
 - Processed WLA Membership Renewals for directors
 - Processed CE Grants and scholarships for member library staff
 - Confirmed two presenters for Trustee Training Week which is scheduled for August 21 - 25, 2023
- **Coordinator duties**
 - Attended regular Coordinator Meetings
 - Met with Consultant staff for bi-monthly check-in meetings
 - Met with Martha Van Pelt for bi-weekly check-in meetings
 - Attended the Wisconsin Public Library Consortium (WPLC) Board meeting. I am the new SCLS representative to the WPLC Board
 - Updated the Employee Handbook with new page numbers and table of contents after latest revision
- **Other Projects/work/meetings**
 - Met with Angela Schneider, Winnefox Library System, and Laurie Freund, Bridges Library System, to plan bus trips to the ALA Conference exhibits
 - Met with Sara Gold and Nick Smith from WiLS and Kerri Hilbelink and Brian Hahn to review the database renewal process
 - With Keri Hilbelink and Craig Ellefson, reviewed and evaluated the older equipment
 - Provided information to Martha Van Pelt for the System Annual Report
 - Answered OverDrive Marketplace/Support questions from member libraries
 - Answered questions about Interlibrary Loan and connected member library staff to Madison Public Library Outerlibrary Loan office.
 - Registered for access to United for Libraries e-learning portal
 - Updated the Subject Request form with current email addresses
 - Prepared for a presentation, Enlightened Hospitality, for the McMillan Memorial Library for their staff development day
 - Scheduled next OverDrive Support Course to start April 10 after some big updates to Libby and the Digital Library

Mark

- General:
 - On vacation February 9th
 - Attended Library Legislative Day. Met with four state legislator offices: Sen. Agard, Sen. Roys, Rep. Hong, and Rep. Baldeh.
 - Attended Library Innovation Subcommittee meeting
 - Continued work with the Wisconsin Library Association's Leadership Development Institute planning committee. A total of 37 applications have been submitted.
 - W/Shawn Brommer – continued to maintain the South Central Library Facebook Page
 - Posts include: job openings from SCLS, job seeker events in SCLS counties, and the patron needs survey
- Inclusive Services:
 - IDEA (Inclusion Diversity Equity in Action) Team – Libraries Talk about Race: Active Allyship
 - IDEA Team met to discuss topics and speakers for the upcoming program series
 - Social Work Intern Cohort w/Shawn Brommer:
 - Collected updated Field Placement Questionnaires and sent them to schools of social work. These questionnaires provide an overview of the library site and needs a student social worker intern could fulfill
 - Opened a patron-facing needs assessment survey created by Jess Bowers of the University of Wisconsin-Stevens Point. This survey will be available from March 1st through March 31st.
 - Began planning a future continuing education: accessibility and disability inclusion training with Access to Independence
- Workforce Development:
 - Library Workforce Connection (formerly, Libraries Activating Workforce Development Skills Project):
 - Attended the monthly meeting to discuss upcoming workshops and local areas
 - Featured staff from Beloit Public Library and the Department of Workforce Development to talk about a successful partnership in Beloit for job seekers.
 - Portage Area Workforce and Service Connection (PAWSC):
 - Information sharing between social service and library organizations
 - Discussed collaborative projects including brochure and other material from PAWSC
 - Working with members of PAWSC on a presentation during a workshop on March 10th
 - Curated and shared out job seeker and business events for the month of March
 - Shared out information about an upcoming major employer change in Wisconsin Rapids
 - Assisted with the planning of the upcoming workshop: *Position Your Library to Provide Workforce Assistance to Your Community* on March 10th at Portage Public Library.
 - Attended meeting with the Business Service Team from the Workforce Development Board of South Central Wisconsin (WDBSCW) for their monthly meeting
 - Met with Julie Enloe (Dane County Job Center) and Laurie Freund (Bridges Library System) for a quarterly workforce development and library system meeting.
 - Shared information
 - Discussed potential training events for library staff

Rose

- Out of office 1 week
- Email & phone contacts: Shared documentation for adding new pages (Pardeeville), created website editing accounts (Sun Prairie, Spring Green, Reedsburg, McFarland), provided access to Drupal 7 site backup (Reedsburg), advised on menu block configuration (Verona).
- Library websites:
 - Website theme/config changes: Baraboo, Columbus, Oregon, Monticello, Poynette
 - Tested & implemented Drupal core & module updates.
- Drupal 9 upgrade: continued project planning, migrating websites, and updating documentation.
 - Site migrations completed: Verona. [Full list of migrated sites](#).
 - Site migrations in progress: Rio, LaValle, Adams County, Wyocena, Mount Horeb, Mazomanie, Spring Green.
 - Site migrations queued: Vesper, Brodhead
- Committees: Posted Library Innovation Subcommittee minutes.
- SCLS website: Updated ABC webpage, removed and reposted Field Services Technician Job Posting, updated staff job titles, updated Libraries Bounce Back/Beyond Libraries graphic, added Past Workgroups page, added Board of Trustees committee pages, set up Google Analytics 4 properties for SCLS websites.

Shawn

- I was the [WLA Member Spotlight](#) for the month of March
- Youth Services:
 - Facilitated monthly [youth services check in meeting](#)
 - With Deb Haeffner, created Summer Library Program Graphics materials choices for member libraries
 - With Heidi Moe, sent list of Summer Library Program Incentives available in 2023 to member libraries
 - Met with DPI staff and other WI system staff to discuss statewide Youth Services Institute
 - Beginning to identify 2023 youth services continuing education speakers and topics
 - Met with the new youth services librarian at the Spring Green Public Library
 - With Jeff-Grant Turke, coordinating annual rotation of Accu-Cut and Ellison die cuts to member libraries
 - Publicized availability of the annual [CCBC Choices publication](#)
 - With Rose Ziech, added youth services meetings archive page to the SCLS Youth Services Website
- Inclusive Services:
 - With Mark Jochem
 - Completed the Inclusive Services portions of the 2023 System Annual Report
 - Continuing to work on the Social Work Interns project
 - With Mark Jochem and Jean Anderson
 - Continuing to work on the IDEA team: I updated the team's 2023 Goals and will be working on additional support activities for the project.
- Community Engagement and Collaborations:
 - With Mark Jochem, finishing Vision and Values work with Oregon Public Library

- Continuing to serve on WI Humanities Council's Community-Powered statewide advisory committee
- Read through grant application and made suggestions for a Sun Prairie Public Library Foundation grant proposal
- With Mark Jochem, weekly Facebook posts to SCLS FB page
- Intellectual Freedom
 - With Tracie Miller, created and presented Intellectual Freedom presentation to the SCLS Board of Directors
 - Consulted with member library staff members on issues of intellectual freedom
- Strategic Planning:
 - Created Strategic Planning survey for the Columbus Public Library
 - Beginning to work on the Strategic Plan narrative
 - Shared sample library service surveys with member libraries
- Meetings, Webinars, Cont. Ed
 - Co-facilitated CCBC Shorts webinar
 - Check in meetings with Jean Anderson
 - Monthly consultant meetings
 - Monthly Cont. Ed. team meetings
 - Monthly IDEA team meetings
 - Library Innovation Subcommittee
 - Regular meetings w/Mark Jochem to discuss shared projects
 - Bi-monthly Dane County Directors meeting and Beyond the Page Oversight committee

Tamara

- Local History Digitization Projects:
 - Responded to emails and provided guidance to library staff about digitization projects.
 - With Tim Drexler, updated the Recollection Wisconsin (RW) data dashboard. Items from SCLS member libraries' collections had 32,806 views in February, bringing the total number of views to 1,393,558. There are 7,125 items available in RW (from SCLS collections) those items are made up of 78,068 files.
 - Uploaded new materials to CONTENTdm for the Poynette Area Public Library and Rock Springs Public Library. The materials will be included with the March harvest to Recollection Wisconsin.
 - Listened to two webinars from the National Digital Stewardship Alliance (NDSA). Ownership in the Digital Space: Centering Contributors in Digital Memory Projects and Lessons learned from a story gathering initiative.
- Local History Archives Digital Preservation 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,
 - Continued weeding the collection.
- Move Team:
 - Met with the team to begin making plans for the move.
- CE Planning Team:
 - Met with the team.

- Continued working on documentation and spreadsheets that will be used in planning and providing CE events.
- Other:
 - Took notes for the Library Innovation Subcommittee February meeting.
 - Will be co-leading a bus trip to the ALA conference in June with Jean Anderson. Participated in a meeting with Jean and staff from other library systems about planning the trip.

Tim

- **Local Holds project webinars:** After presenting two data-focused webinars on the SCLS Local Holds pilot project, I received multiple comments and questions that required further research and dashboard development. I have completed the data gathering and cleaning processes necessary to address these additional topics. I hope to finish dashboard updates and make them available to SCLS libraries before they vote on whether to extend the pilot to other materials beyond the original item type of adult fiction books.
- **SCLS Library Adjacent County Reimbursement:** Gathered and cleaned Annual Report service data for SCLS libraries and the adjacent county reimbursement process. Delivered a formatted spreadsheet to Tracie Miller for use as input data to create reimbursement letters.
- **Grubby dashboard:** Met with Liz Amundson, Madison Public Library (MPL) Reference & Collection Librarian, to review MPL's process for locating and pulling "grubby" DVDs that may be due for buffing to remove scratches. Liz gave me a tour of the workspace allocated to this project, and we discussed how best to incorporate a different usage tracking metric into the dashboard.
- Other items:
 - Assisted Rose Ziech with image sizing and formatting clean-up on the Adams County Library Drupal 9 development website.
 - Also with Rose Ziech, researched options for embedding Tableau data dashboards on SCLS webpages. This project will require revisions to existing dashboards and page layouts to incorporate responsive design elements, enabling proper display of the dashboards on screens of various sizes.
- February meetings:
 - Attended Library Innovation Subcommittee meeting on 2/14.
 - Led the SCLS Scripting & Reports Team meeting on 2/14.
 - Led the SCLS ILS Reports Team meeting on 2/16.
 - Conducted an hour-long introductory tutorial session on 2/24 to provide an overview of Tableau Prep software for members of the Scripting & Reports and ILS Reports Teams.

Tracie

- Meetings
 - Staff Meetings (x2)
 - Consultant Meeting
 - Library Innovation Subcommittee Meeting
 - CE Planning Meeting
 - Columbia County Library Board Meeting
 - Cluster 2 Directors Meeting

- SCLS Board of Trustees (presentation)
- Projects
 - Top 5 (weekly)
 - Online Update
 - Annual Report
 - reviews of 54 library reports
 - questions answered via email and phone
 - office hours via Zoom
 - final prep, approvals, and sent to DPI
 - Assisting director searches
 - Cambridge
 - Monona
 - Pardeeville
 - SCLS Foundation Newsletter (Winter Edition)
 - Intellectual Freedom Presentation (SCLS Board of Trustees) with Shawn Brommer
 - Update *At A Glance* flyer
 - SCLS Webpage updates
 - Completed Municipal vs County Appropriation forms and sent to library directors
 - Reviewed dates of County Library Service Plans and notified those needing to update plans
 - Reviewed Adams County's outline for updated plan and offered advice
 - Preparing In-County Reimbursement forms for library directors
 - Preparing Adjacent County Reimbursement form for library directors
- Training
 - Infosec
 - WiscNet
 - Reference Repertoire Webinar
- Phone/Email Questions
 - Annual Report questions - all 54 libraries
 - Brodhead - employee issue
 - Spring Green - closed session question
 - Pardeeville - advertising for new director, library programs, comparison salary request
 - LaValle - municipal issues
 - Cross Plains - school representative for library board
 - Mount Horeb - school representative for library board
 - Sun Prairie - reimbursements
 - Sauk City - property damage and insurance
 - Portage County - question about length of time to give when leaving a position