

## **April 2023 Report for Board and AC (March 8 - April 12, 2023)**

### **Deb**

- Created a new exterior sign for Columbus Library Annex
- Met with Spring Green to discuss how they can rearrange their library space. Sent them several floorplan options to consider. Also got them a quote for and end cap shelving units. Am looking for some carpeting ideas.
- 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
- Got a quote for a custom table and am still looking for new chairs for tables at Arpin.
- Consulting with Fitchburg on renovating some spaces for new uses. Got her a quote for a flex wall.
- 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 and packing for the move.
- 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)
- Creating and printing materials for Summer Library program

### **Jean**

- **Webinars/workshops hosted**
  - Great New Books for Younger Children
  - Great New Books for Older Children
  - OverDrive Support Course started for 10 students
- **Meetings/Conferences hosted/attended**
  - Attended the bi-monthly SCLS staff meetings
  - Led the monthly Consultant Team meetings
  - Hosted the All Directors meeting on Zoom
  - Attended the bi-monthly BNAW meetings
  - Hosted the ILL Subcommittee meeting
  - Attended the mini-conference, "Mental Health and Wellness"
  - Attended the Library Innovation Subcommittee meeting
  - Attended the United for Libraries *Board Support for Success* webinar
  - Attended the Database Team meeting
  - Hosted the State Agency Librarians monthly meeting
- **Upcoming Webinars/CEs**
  - OverDrive Support Course (started 4/10/23)
  - Beyond Diversity 101, Micro-inequities, Implicit Bias, and Moving Toward Equity, April 18
- **Statewide Events/Projects**
  - Attended the Wisconsin Library Association (WLA) Conference Planning meeting

- Attended the monthly Continuing Education Consultant meeting
- Attended the Wisconsin Public Library Consortium (WPLC) Budget Planning meeting
- Finalized third speaker for Trustee Training Week
- Started planning for Wild Wisconsin 2024
- **IDEA Project (LSTA 2021-22 Project)**
  - Met with IDEA Team members to plan upcoming workshops and webinars
  - Met with webinar presenter for a sound/tech check
  - Finished up pre-show slides for webinars
  - Finalized contracts with presenters for both webinars and workshops
- **Director Support & Certification**
  - Met with Darla Allen, Nekoosa, to discuss budget and municipal issues
  - Processed CE Grants and WLA memberships for member library directors and staff
  - Consulted with library directors about certification requirements
- **Coordinator duties**
  - Attended regular Coordinator Meetings
  - Met with Consultant Team members for bi-monthly check in meetings
  - Scheduled catering for Groundbreaking event on April 25
  - Validated Summations for member library directors
- **Other Projects/work/meetings**
  - Met with Mary Fahndrich, Training Librarian at Madison Public Library to discuss possible collaborations
  - Met with the CE Planning Team to work on upcoming workshops and webinars
  - Attended regular Move Team meetings
  - Scheduled a bus for the ALA Exhibits on June 24 and opened registration
  - Answered questions about OverDrive and Libby

## Mark

- General:
  - Attended the March 16<sup>th</sup> All-Directors meeting
  - Attended Green County Library Director meeting
  - Attended a Wisconsin Library Association Leadership Development Institute planning meeting. Approximately 40 participants have confirmed their placements.
  - W/Shawn Brommer, continued to maintain the South Central Library System Facebook presence
    - Posts include: job seeker events in SCLS counties, patron needs survey share out, and reposts about upcoming workforce development trainings
  - On vacation: April 13 and 14
- Inclusive Services:
  - Social Work Intern Cohort w/Shawn Brommer:
    - Closed patron-facing social service needs survey created by Jess Bowers of UW-Stevens Point
    - Discussed additional ways to attract interns from partner schools of social work (UW-Stevens Point and UW-Madison)
  - IDEA (Inclusion Diversity Equity in Action) Team including Shawn Brommer and Jean Anderson:

- Met with Shawn Brommer to brainstorm ideas for mini-grant projects and a statewide library affinity group for Black, Indigenous, and People of Color to use the LSTA funding next year
    - Attended IDEA Team meeting w/ Shawn Brommer, Jean Anderson, and library consultants from partner library systems and the Department of Public Instruction
  - Continued planning for a disability inclusion and accessibility webinar presented by Access to Independence. This webinar is tentatively scheduled for some time in August or September
- Workforce Development:
  - Library Workforce Connection (formerly: Libraries Activating Workforce Development Skills Project)
    - Attended monthly meeting to discuss workforce services through libraries and upcoming workshops. The meeting featured a librarian from Brown County Library Public Library, who presented on workforce services.
    - Sent connector and check-in emails to member libraries regarding library volunteers from Wisconsin Society for Human Resource Managers
  - Portage Area Workforce and Service Connection (PAWSC)
    - Attended monthly PAWSC meeting
    - Met with Whitney Parillo to discuss future involvement with PAWSC. Beginning to step-back from PAWSC meetings.
  - Curated and Shared out job seeker and business events for the month of April
  - Attended the Business Services Team meeting from the Workforce Development Board of South Central Wisconsin
  - Rescheduled the Position Your Library to Provide Workforce Assistance to Your Community workshop to May 5<sup>th</sup>, due to weather concerns. Currently 29 people are registered to attend.

## Rose

- Email & phone contacts: discussed adding cover art for homepage (Randolph), created website editing accounts (Mount Horeb, Cross Plains), advised on Google Analytics 4 configuration (Mount Horeb), planning for Library Calendar (Reedsburg), troubleshooting outdated pages in Google search results (Cross Plains), troubleshooting PDF upload issue (Lodi), provided path for logo to use with FirstSearch (Baraboo), troubleshooting webform spam (Oregon, Baraboo), investigating media file organization (Mount Horeb), troubleshooting domain name issue (Sauk City), advised on adding audience colors on calendar (Lodi), assisted with restoring lost page (Marshall).
- Library websites:
  - Website theme/config changes: Columbus, Mount Horeb, Reedsburg.
  - Tested & implemented Drupal core & module updates.
  - Testing PHP 8 upgrade.
  - Tested content translation modules (Sun Prairie).
  - One-on-one training/Q&A: Mazomanie, McFarland, Adams County.
- Drupal 9 upgrade: continued project planning, migrating websites, and updating documentation.
  - Site migrations completed: Mount Horeb, Mazomanie, Spring Green. Full list of migrated sites.
  - Site migrations in progress: Rio, LaValle, Adams County, Wyocena, Vesper, Brodhead.
  - Site migrations queued: Amherst, Sauk City.
- LINKcat: Discovery Layer JavaScript tweaks, troubleshooting LINKcat Help webform spam.
- Committees: Drafted & sent Library Innovation Subcommittee agenda, led meeting & posted minutes. Attended Discovery Interface Subcommittee meeting.
- SCLS website: removed Field Services Technician job posting, updated New Building pages, added Ground Breaking page, added dashboard styling.

## Shawn

- Youth Services:
  - Facilitated monthly children's services check in meeting
  - Facilitated monthly teen services check in meeting (new offering)
  - Helping library staff members prepare for the summer library program
  - Helped member libraries connect with summer food site resources
  - Answered questions about hiring new youth services staff
    - With Tim Drexler, helped identify salary scales for youth services staff
  - Created methods for library staff to share program materials with one another
- Inclusive Services:
  - Social Work Intern Project (with Mark Jochem)
    - Public-facing survey was open to patrons during the month of March. Jess Bowers, UWSP, is analyzing the results.
    - Planning ways to publicize library internship opportunities to Social Work students and faculty
    - Setting up time to meet with current social work intern (Portage County Public Library)
  - IDEA Project (with Jean Anderson & Mark Jochem)
    - Created draft webinar survey that will be sent to all program participants
    - Helping plan 2023 - 2024 project, particularly creating mini grant program ideas
- Community Engagement and Collaborations:
  - Coordinated annual Summer Library Program incentive partnership with the Madison Mallards
    - Mallards offering free tickets to one game this summer, summer library program participants will throw out first pitch at this game, and there will be loudspeaker announcements acknowledging SCLS, libraries, and summer reading throughout the game.
- Grants:
  - Reviewed grant applications and helped identify grant funding resources for the Sun Prairie Public Library
- Continuing Education
  - Coordinating a teen services webinar, to be held on May 15th
  - Identifying potential CE topics and speakers for July - December programs
- Intellectual Freedom
  - With Tracie Miller, planning updated SCLS web site and services
  - Developing Intellectual Freedom needs survey
  - Answered questions about intellectual freedom
  - Connected with library directors and staff about Intellectual Freedom issues
- Strategic Planning:
  - Met with members of the Columbus Public Library's Strategic Planning subcommittee
    - Created patron survey
    - Will take on additional leadership role in this project during the Library Board's search for a new director
    - Setting upcoming meetings for the subcommittee
- Meetings, General information
  - Attended Dane County Directors Meeting
  - Attended March All Directors Meeting
  - Met with potential continuing education presenters

- Check in meetings with Jean Anderson
- Attended monthly all staff meetings
- Attended monthly Cont. Ed. team planning meeting
- Attended Library Innovation Subcommittee meeting
- Vacation 3/27 - 4/3

## Tamara

- Local History Digitization Projects:
  - Responded to emails and provided guidance to library staff about digitization projects.
  - With Tim Drexler, updated the Recollection Wisconsin (RW) data dashboard. Items from SCLS member libraries' collections had 39,366 views in March, bringing the total number of views to 1,432,924.
  - Uploaded new materials to CONTENTdm for Verona Public Library and Poynette Area Public Library.
  - Listened to a webinar from the National Digital Stewardship Alliance (NDSA): How to Host a Community Scanning Day.
  - Did troubleshooting with compatibility issues with Windows 11 and Epson scanning software. The issue impacted DPI Scanning Kits (that were provided to systems throughout the state several years ago as part of a collaboration with DPI, Recollection Wisconsin, and SCLS). Provided troubleshooting suggestions to systems with the DPI Scanning Kits.
  - Met with volunteers at Rock Springs Public Library to go over the next steps in their digitization project.
- 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 work on planning 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 meeting.
  - Attended (virtually) the March All Directors meeting.
  - Attended (virtually) a WPLC Historical and Local Digital Collections Committee meeting.
  - Attended (virtually) a Recollection Wisconsin Steering Committee meeting.

## Tim

- **Madison Public Library Collections dashboard:** On April 11<sup>th</sup>, I met with Madison Public Library Collections Team members to discuss a project to update and customize multiple data dashboards to match the Team's workflow needs. One dashboard will list items not owned by MPL checked out by City of Madison residents in the previous year. The other will show the titles most requested by MPL patrons. Together, these dashboards will allow Collections staff to determine how to address patron

demand for popular items based on historical data as well as give them an indication of what may become more popular in the future.

- **Wisconsin Public Library Consortium Data Dashboard Project:** I attended the April 4<sup>th</sup> meeting of the WPLC Technology Collaboration Operations Committee to learn more about the data dashboard project the committee initiated. WiLS Executive Director Jennifer Chamberlain provided background information on the project and led a discussion regarding updates to a previously-created project requirements and specifications document. Following this, WiLS Data Analyst Kim Kiesewetter demonstrated a Data Dashboard for Public Libraries she developed, which is available via subscription to Wisconsin Public Libraries.
- March/April meetings:
  - Led the SCLS Scripting & Reports Team meeting on 3/14.
  - Led the SCLS ILS Reports Team meeting on 3/15.
  - Delivered a presentation on Local Holds pilot project data and analysis to the SCLS All Directors meeting on 3/16.
  - Attended Library Innovation Subcommittee meeting on 4/11.
  - Led the SCLS Database Team meeting on 4/11.

## Tracie

- Meetings (in-house)
  - SCLS Staff Meeting (x2)
  - Consultant Team Meeting
  - Check-in with Jean (x2)
  - All Directors (virtual)
  - CE Planning Team Meeting
  - Intellectual Freedom Planning Meeting (Shawn)
  - WLA Intellectual Freedom SIG Meeting
  - Meeting with Nekoosa (& Jean) - Budget and Municipal Issues
- Meetings (out)
  - New Director Orientation at Albany
  - Hiring Committee Meeting (Columbus)
  - Library Board Meeting - Chapter 43 Discussion (Rio)
- Projects
  - Top 5 (weekly)
  - Online Update (x2)
  - SCLS Foundation Webpage Update (Donors & Cornerstone pages)
  - Job Announcement Postings seeking Directors (Top 5, Online Update, SCLS Announce, WLA, ARSL, UW-iSchool Madison & Milwaukee)
    - Cambridge
    - Columbus
    - Pardeeville
  - Review and Update of County Clerk Info Sheet
  - Reviewed and Corrected Annual Report Program Number Breakdowns for DPI for 21 libraries (required phone meetings to discuss proper reporting of program numbers with each library)

- Printed and Sent Adjacent County Reimbursement Request Forms to SCLS Libraries
- Request From Southwest Library System Regarding 2022 Adjacent County Reimbursement
- Columbia County Request for County Board Appointment Numbers
- Training/Webinars
  - Infosec
  - Rules to Successfully Manage Change
  - Build A Stronger Relationship with Your Library Board
- Phone/Emails Questions
  - DEE - Property Deed Question
  - RKS - Library Board Trustee and Board Officer Question
  - MID - Library Quorum Question
  - REE, LAV, BAR - Non-payment from Vernon County (Reimbursement)
  - COL - Interim Director, Ask to join Hiring Committee
  - CSP - New Director Search
  - POR - Adjacent County Reimbursement, Explanation of County Rep on Library Board
  - POY - Reference Service Policy
  - SKC - Budget
  - MTH - Library Board and School Representative
  - ACL - SCLS Membership Policy and Internal Use Policy
  - BER - Municipal Handling of Library Deposits, Who Can Fill Library Board Seats
  - STP - Levy Limits
  - MAZ - Explain Decrease In Adjacent County Reimbursement 2021/2022
  - WYO - Refund Policy
  - NGL - Retention Schedules, Library Tiers
  - CBR - Director Search Check-In