

June 2023 Report for Board and AC (May 11 - June 14, 2023)

Deb

- 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.
- Getting more quotes for Arpin—a table and chairs for possible grant purchases.
- Working with Pinney to look for flooring, protective wall covering, children's chairs and tables, outdoor lounge chairs.
- Met with DeForest to discuss the Story room remodel (flooring, paint, cabinetry)
- Attended NEOCON (design convention in Chicago) to look at new furniture and finish releases.
- Looking for some new lounge chairs for Adams Co. Library
- Working with Lakeview to select paint and to look at options for their staff work area.
- Working with BNAW group 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)

Jean

- **Webinars/workshops hosted**
 - Finished up the OverDrive Support Course for the spring
 - Relax. Take a Deep Breath. Read a Comic webinar hosted by Shawn Brommer and Mark Jochem
 - Build Skills & Take Action to Stand Up for Diversity, Equity, and Inclusion webinar hosted by Shauna Koszegi (part of the Wisconsin Libraries Talk About Race series)
- **Meetings/Conferences hosted/attended**
 - With Mark Jochem, hosted the Adult & Inclusive Services check-in meeting
 - Hosted the monthly State Agency Librarians meeting
 - Attended and presented at the May All Directors Meeting
 - Attended bi-monthly all staff meeting
- **Upcoming Webinars/CEs**
 - Met with the CE Planning Team to review upcoming workshops and webinars
 - Becoming an Active Ally Workshop, June 15 at Waunakee Public Library and June 16 at the L.E. Phillips Memorial Library in Eau Claire (part of the Wisconsin Libraries Talk About Race series)
 - Bus to ALA, June 24
- **Statewide Events/Projects**
 - Met with speakers for Trustee Training Week
 - Attended the WPLC Board meeting and the WPLC Digital Archives Backup Steering Committee Meeting
 - Attended the Wisconsin Library Association (WLA) Conference Committee meeting
- **IDEA Project (LSTA 2021-22 Project)**
 - Met with presenter for the Becoming an Active Ally workshop
 - Attended the monthly IDEA Team meeting
 - Met with Leah Langby to discuss workshop planning
 - Prepared for the June 15 workshop at the Waunakee Public Library

- **Director Support & Certification**
 - Met with Wendy Wilson, director of the Lester Public Library of Vesper, to review certification and for her one-year follow-up visit
 - Consulted Katherine Elchert, director of the McMillan Memorial Library, on a variety of topics including the Assistant Director interviews
 - Assisted Katherine Elchert with the Assistant Director interviews
 - Met with Samantha See, the new director of the Cambridge Community Library, for the new director orientation
 - Processed WLA memberships for directors
 - Processed CE Grants for member library staff
 - Validated continuing education activities for director
- **Coordinator duties**
 - Met with Consultant staff for regular check-in meetings
 - Attended regular Coordinator meetings
 - Led monthly Consultant Team meeting
 - Worked on the Consultant portion of the SCLS Budget
- **Other Projects/work/meetings**
 - Met with the move team in preparation for the move to the new building
 - Helped with the move itself - packing, loading, directing the movers, unloading and unpacking
 - Attended three free webinars from the World Business and Executive Coach (WBECS) Pre-Summit event
 - Visited Pinney Library to review technology needs prior to June 22 SCLS Board meeting
 - Consulted on Libby/OverDrive questions
 - While copier/printer is still at Biltmore, I am helping out by picking up print jobs and taking them to Pankratz for delivery
 - Consulted on WISCAT/ILL questions
 - Answered questions about accessing the Ryan Dowd training

Mark

- **General:**
 - W/Jean Anderson hosted the first Adult Services and Inclusive Services Check-in Meeting
 - W/Shawn Brommer, served as back-up for the “Relax. Take a Deep Breath. Read a Comic” webinar
 - Assisted with the May 18th All-Directors Meeting
 - Helped out with the move throughout the two last weeks of May
 - Attended the Green County Director’s Meeting
 - Continued to serve on the Wisconsin Library Association Leadership Development Institute planning committee to help the 2023 cohort
 - Attended the Library Innovation Subcommittee to share information about workforce training software using virtual reality
 - Attended the Wisconsin Library Association Conference Planning Committee meeting as the Inclusion and Accessibility Chair
 - w/Shawn Brommer, continued to maintain the library system’s Facebook presence.

- **Inclusive Services:**
 - IDEA (Inclusion Diversity Equity in Action) Team – Libraries Talk about Race – Active Allyship W/Jean Anderson and Shawn Brommer
 - Attended the webinar: Build Skills & Take Action to Stand Up for Diversity, Equity & Inclusion
 - Attended IDEA Team planning meeting to begin to discuss next year’s iteration. Next year the Team is looking at several options: mini-grants, conferences for library workers that are BIPOC (Black, Indigenous, and People of Color), and statewide training.
- **Social Work Internship Cohort Project – w/Shawn Brommer**
 - Co-facilitated quarterly meeting to discuss: results of a recent patron survey, reaching prospective students, and potential continuing education opportunities
 - Met with Portage County Public Library’s newest social work intern, Jordan.
 - Met with Eric Norton from McMillan Memorial Library to discuss the social work internship
 - Attended a mini-conference on banned books and intellectual freedom
- **Workforce Development:**
 - Continued work on creating resources for the “Unwinding” process. Starting in June 2023 and running through May 2024, the state’s Medicaid health insurance service, BadgerCare Plus will begin to check all enrollee’s eligibility, potentially impacting 380,000 people
 - Attended the Portage Area Workforce and Service Connection meeting
 - Attended the Workforce Development Board of South Central Wisconsin’s Business Service Team’s meeting to learn about labor market information and workforce partner activities
 - Collected and shared out to member libraries events and resources for job seekers and small businesses
 - Continued planning for a webinar showcasing apps to address employment support needs

Rose

- Assisted with move to new Headquarters location.
- Email & phone contacts: advised on SLP webpage updates (Cross Plains), advised on updating calendar settings (Oregon), created website editing accounts (WI Rapids, Sun Prairie), granted access for Google Analytics (Monticello), troubleshooting caching issues (Deerfield, Lodi, Poynette), suggested options for calendar printing and layout builder documentation (Brodhead).
- Library websites:
 - Website theme/config changes: Baraboo, Reedsburg, Cambridge.
 - Updated Google Analytics 4 settings for all sites.
- Drupal 9/10 upgrade: continued project planning, migrating websites, and updating documentation.
 - Set up Drupal 10 platform for SCLS website migrations.
 - Planned for removing older meetings & reports on www.scls.info.
 - Library website migrations completed: Nekoosa, Rio, Amherst, Wyocena. [Full list of migrated sites.](#)
 - Library website migrations in progress: LaValle, Adams County, Sauk City.
 - One-on-one training/Q&A: Wyocena, LaValle.
 - Set up pilot testing of new Drupal features (new admin theme, CKEditor 5 toolbar, expanded Layout Builder block editor).LINKcat: Discovery Layer JavaScript tweaks.
- LINKcat: Discovery Layer JavaScript tweaks.
- Committees: attended Discovery Interface Subcommittee meeting & user group, routed kit suggestion to Youth Services Consultant, drafted & sent Library Innovation Subcommittee agenda and led meeting.
- SCLS website: Updated building project timeline page, added photo albums for construction photos, provided web URL for standalone file, reposted Field Services Technician Job Posting, updated SCLS address on website & Google info cards.

Shawn

In addition to working with my colleagues on our move to 1650 Pankratz, other monthly highlights include:

- Youth Services:
 - Hosted monthly check in meetings for youth and teen services librarians
 - Helped librarians prepare for the Summer Library Program
 - Shared information about newly published youth books and connected librarians to webinars from publishers that highlight books that will be released later this year.
 - Updated Youth Services websites
 - Connected youth services librarians to SCLS program support materials
 - Scheduling Autumn youth services meetings
- Inclusive Services:
 - With Mark Jochem
 - Continued to work on the Social Work Interns project
 - Co-facilitated cohort meeting
 - Started draft document describing libraries and social service needs for prospective social work interns (to be updated/completed by Field Coordinators at the UW Madison & Stevens Point schools of social work)
 - With Mark Jochem and Jean Anderson
 - Continuing to serve on IDEA statewide planning committee
- Intellectual Freedom
 - Planning 2023 - 2024 workshops and webinars
 - Created and analyzed SCLS Intellectual Freedom needs survey
 - Met with Tracie Miller to discuss SCLS Intellectual Freedom survey and to plan September in-person policy review gatherings
 - Answered questions about potential materials, display, and program challenges regarding June Pride Month activities
- Continuing Education Team Activities
 - Hosted Relax. Take a Deep Breath. Read a Comic webinar (5/15/23)
 - Hosted monthly CCBC Shorts webinar
 - Contacted presenters and made arrangements for upcoming 2023 workshops and webinars:
 - 7/20/23 - Materials Challenges Readiness in-person workshop
 - 10/18/23 - Beyond Drag Storytimes: Trans Competence for Libraries webinar
 - 11/8/23 - All Day Annual Youth Programming in-person workshop
 - 12/7/23 - Early Literacy and Summer Library Program webinar
 - 12/14/23 - De-escalation and Recovery webinar
- Community Engagement and Collaborations:
 - With Mark Jochem, created posts for the SCLS Facebook page
 - Began scheduling 2023 annual library visits
- Strategic Planning:
 - Met with strategic planning committee for the Columbus Public Library
 - Assisted with survey analysis
 - Helped identify next steps
 - Began drafting sections of the library's strategic plan
 - Helping update the Black Earth Public Library's strategic plan

- Meetings and webinars:
 - Represented SCLS at the regular meeting of the Dane County Library Directors
 - Attended bi-monthly all-staff meetings at SCLS
 - Check-in meetings with Jean Anderson
 - Served as co-host for May All Directors meeting
 - Attended SCLS continuing education planning team meeting
 - Attended SCLS Library Innovation Subcommittee meeting
 - Attended Preparing for Book Challenges webinar
 - Attended Book Bans & Censorship: Managing Public Forums webinar
 - Attended mini-conference webinar about Book Banning and Intellectual Freedom

Tamara

- Local History Digitization Projects:
 - Responded to emails and provided guidance to library staff about digitization projects.
 - Uploaded new materials to CONTENTdm for Angie W. Cox Public Library (Pardeeville) and Reedsburg Public Library.
 - Updated the Jane Morgan Memorial Library (Cambria) “contact us” email in all of the records in their collection in Recollection Wisconsin. Changed it from a director (person) specific email to a general library email.
 - With Tim Drexler, updated the Recollection Wisconsin (RW) data dashboard. Items from SCLS member libraries’ collections had 28,461 views in May, bringing the total number of views to 1,491,587.
 - Visited the Angie W. Cox Public Library to discuss scanning and metadata for their digitization project.
- Local History Archives Digital Preservation Project:
 - Andrew Hoks made updates to the Dell S3 Server.
 - Bagged digitized materials using Digital Archivist’s Resource Tool (DART) in preparation of uploading them to the back-up server.
 - Uploaded materials to the back-up server.
 - 22 SCLS member libraries’ digitized local history materials have been added to the server.
 - Those materials make up 2.23 terabytes (TB).
- Building Move:
 - Assisted with moving into the new building.
 - The Indus BookScanner has been set-up in the Digitization/Recording Room. The room will also house all of the digitization kits and SCLS’ own archive materials.
 - Helped load the professional collection and re-shelve it at the new building.
- CE Planning Team:
 - Met with the team.
 - Continued working on documentation and spreadsheets that will be used in planning and providing CE events.
- Other:
 - Attended (virtually) the May All Directors meeting.
 - Provided project input (using Padlet/Basecamp) to the WPLC Historical & Local Digital Collections Committee.
 - Attended the May Sauk County Library Board meeting at Kraemer Library in Plain.
 - Took notes for the June Library Innovation Subcommittee meeting.

- Worked on an informational document to send to everyone who is registered for the bus trip to ALA Conference in Chicago on June 24th.

Tim

- **Madison Public Library "most requested" dashboard:** I completed a data visualization project for the MPL Collections Team, compiling information related to the materials most requested by MPL patrons. In addition to a list of the titles, the dashboard shows the distribution of requests across the nine MPL branches broken down by month. It also includes a summary of item statuses for copies of titles owned by MPL. With this functionality, the "most requested" dashboard complements a previously-developed dashboard highlighting the items MPL doesn't own which are most popular among patrons.
- **Dane County patron mapping project:** My main project this month was cleaning a large set of address data for all library patrons residing in Dane County. The cleaning process involved correcting street names, standardizing abbreviations, removing apartment and unit numbers, and matching addresses to the appropriate municipality and zip code. I was able to automate some of these tasks, but the majority of them required manual revisions, which were time-intensive. With the cleaning steps complete, I've moved on to geocoding the data, after which I can determine the US Census tracts to which each address belongs. From that point, I will match the address data to demographic data from the Census, which I will include on an interactive dashboard. The dashboard will serve as a tool for Madison Public Library planners as they develop plans for future branch expansion.
- **May/June meetings:**
 - Sat in on the Madison Public Library Data Team meeting on 5/12.
 - Joined the Statewide ILS Administrators meeting on 5/16.
 - Attended the monthly WI Department of Public Instruction's Library Services Data Workgroup meeting on 5/17.
 - Attended the May 18th SCLS All Directors meeting to monitor online voting procedures for 2024 Overdrive Advantage funding.
 - Led the SCLS Scripting & Reports Team meeting, 5/18.
 - Attended the SCLS Library Innovation Subcommittee meeting on 6/13.

Tracie

- **Meetings**
 - SCLS Staff Meetings
 - SCLS Consultant Meeting
 - Check-in with Jean
 - All Directors Meeting
 - Columbia County Library Board Meeting (WI Dells)
 - CE Planning Meeting
 - Library Innovation Subcommittee Meeting
 - Library Services Data Group Meeting
- **Visits**
 - Brodhead (budget discussion)
 - Cross Plains (Year visit)

- Projects
 - Top 5 (weekly)
 - Online Update (x2)
 - Setting up Library Visit Meetings
 - Closed Border Prep and Meeting
 - Library Card Sticker Project with Marketing Cohort
 - Finalize Adjacent County Reimbursement for 2023
 - Working with Shawn on Intellectual Freedom Program for July and September along with additional training ideas
 - Assisting Cambia with director search
 - Assisted Pardeeville with director search
 - Assisted Cross Plains with director search
 - Resolved missing Vernon County reimbursement checks for Reedsburg, LaValle, and Baraboo
- Training
 - InfoSec
- Calls and Emails
 - Talked with Steve Ohs (Prairie Lakes System) about adjacent county reimbursement and annual report
 - Talked with Sarah Steel about Cottage Grove library proposal
 - Talked with Stacey Burkart about mentorship
 - Stevens Point - building question
 - LaValle - general check-in and funding question
 - Monticello - Program attendance and how to count for annual report
 - Rio - Records retention and Chapter 43
 - Pardeeville - Records retention
 - Wyocena - Questions about SCLS move, refund policy
- Misc
 - Assisted with move to new building
- After Hours
 - Enrolled in 10-week Yale University course “The Art of Well-Being”. For personal growth and possible training activities to share with SCLS.