

July 2023 Report for Board and AC (June 14 - July 12, 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.
- 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). Getting a quote for some shelving parts.
- Looking for some new lounge chairs for Adams Co. Library. Sent the chair ideas and fabric samples.
- Ordered some chairs and tables for Monona and will be discussing some paint ideas for the teen area.
- Working with Lakeview to select paint and to look at options for their staff work area.
- Working with Building Needs group on the new SCLS office.
- Met with Meadowridge to discuss table & chair needs and how to possibly improve the staff break room
- Working with a group from around the state to plan a [Wisconsin Library Buildings & Spaces](#) series.
 - Note from Jean: the program launched in July with Live Q&A sessions scheduled for July 24, 25, 27, and 28
- Working on graphic requests for other materials as needed (friend's newsletters, flyers, brochures).

Jean

- **Meetings/Conferences hosted/attended**
 - Attended the Administrative Council meeting
 - Attended bi-monthly staff meetings
 - Led monthly Consultant Team meeting
 - Hosted the monthly State Agency Librarians meeting
 - Met with Rose Ziech to review the new Trustee Training Week website
- **Continuing Education**
 - Met with the CE Planning Team
 - Working on the fall schedule
 - Finishing the 2022-23 LSTA Professional Learning Grant and preparing for the 2023-24 grant
 - Co-hosted the bus to ALA Exhibits in Chicago with Tamara Ramski
 - Finalized details like the parking pass, registration information to participants, invoice list, etc.
- **Statewide EventsProjects**
 - Attended the monthly Continuing Education Consultant meeting
 - Attended the monthly Wisconsin Library Association Conference Committee meeting
 - Finalized Trustee Training Week webinars and opened registration
 - Contacted speakers for the Management track of the Wild Wisconsin Winter Web Conference
- **IDEA Project (LSTA 2021-22 Project)**
 - Becoming an Active Ally Workshop, Waunakee and Eau Claire
 - Met with IDEA Team members for monthly meeting
 - Processed payments for presenters, mileage reimbursements, and other expenses

- **Director Support & Certification**
 - Consulted with Rock Springs about a database issue
 - Met with Lisa Thomas at Sauk City to review certification process
 - Met with Kristina McGuire, the new director of the Angie W. Cox Public Library in Pardeeville, for the New Director Orientation
 - Met with Brenda Massei, the new director of the Monticello Public Library, for the New Director Orientation
 - Processed WLA Memberships for SCLS directors
 - Consulted with Tracy Herold about a certification question
- **Coordinator duties**
 - Regular check-in meetings with Consultant Team members
 - Attended regular Coordinator Meetings
 - Met with Martha Van Pelt for regular check-in meetings
 - Met with Becky Spratford and Martha Van Pelt to plan for the July 27 Board training
- **Other Projects/work/meetings**
 - Met with Move Team and Delivery Management team
 - Helped move the copier/printer from Biltmore location to Pankratz
 - Consulted with library staff on OverDrive/Libby Support questions
 - Consulted with library staff on Outerlibrary Loan questions
 - Working with Tracie Miller to coordinate a sticker order for Library Card Sign-up month
 - Worked on updating sections of the SCLS website in anticipation of the upcoming Drupal migration
 - Working with WiLS on the database renewal process which started July 1 and goes through November

Mark

- **General:**
 - On vacation June 19 – June 23
 - Attended Green Co. Director's and Library Board Meeting at New Glarus Public Library
 - Facilitated two Wisconsin Library Association Leadership Development Institute Check-in meetings with program participants. Attended the Institute's session, "Courageous Connections"
- **Inclusive Services:**
 - IDEA (Inclusion Diversity Equity in Action) Team:
 - Attended with several other SCLS member library staff the in-person workshop for the "Libraries Talk about Race: Active Allyship" session at Waunakee Public Library
 - Entered survey data for post-session evaluations from the in-person sessions in Waunakee and Eau Claire
 - Attended IDEA Team planning meeting
 - Reported activities out at the Wisconsin Library Association Conference Committee meeting regarding role as Inclusion and Accessibility Chair.
- **Workforce Development:**
 - Completed the [Online Update article](#) about the "Unwinding Process." This process is the reinstatement of eligibility requirements for BadgerCare Plus. The article addressed background information, impact on communities, and how libraries can provide assistance.

- Created marketing materials for upcoming webinar, “There’s an App for that?!: Wisconsin Social Services Apps” (webinar) scheduled for August 9th.
- W/ Martín Alvarado, Business and Technology Librarian at Madison Public Library, attended the Workforce Development Board of South Central Wisconsin – Business Services Team meeting. Among topics of discussion were ways for the library to support their work.
- Compiled and shared out July 2023 Job Seeker Events and Small Business Training events with member library staff

Rose

- Email & phone contacts: shared documentation links (Pardeeville, Monticello), suggested block configuration settings (Reedsburg), created website editing accounts (Portage County, Cambridge, Cross Plains), troubleshooting caching issues (Deerfield, WI Rapids).
- Library websites:
 - Website theme/config changes: Mount Horeb.
 - Tested & implemented Drupal core & module updates.
 - One-on-one training/Q&A: LaValle.
 - Installed & configured modules for file deletion on all sites.
- Drupal 9/10 upgrade: continued project planning, migrating websites, and updating documentation.
 - Library website migrations completed: LaValle. [Full list of migrated sites.](#)
 - Library website migrations in progress: Adams County, Sauk City.
 - SCLS website migrations in progress: Trustee Training Week.
- LINKcat: configured file storage and DNS changes to maintain LINKcat appearance during data center move & restored to original settings afterward; installed Google Analytics 4 tracking codes.
- Committees: Posted Library Innovation Subcommittee minutes & drafted next meeting draft agenda.
- SCLS website: posted W-9 file, added photo albums with construction pictures, posted & removed slides on homepage, archived last year’s library visit reports, posted All Directors meeting documents, updated directions to HQ.

Shawn

- Youth Services:
 - Summer Library Programs are up and running
 - Shared annual Summer Library Program survey with member libraries
 - Provided interview question and position description examples to directors who are hiring new youth services staff
 - Planning Fall 2023 youth services meetings
- Inclusive Services:
 - Connected library directors to inclusive services resources for staff development and strategic planning
 - With Mark Jochem
 - Continue to work on the social work intern project with cohort of member libraries
 - With Mark Jochem and Jean Anderson
 - Attended statewide IDEA team planning meeting
- Community Engagement and Collaborations:
 - Helped update the SCLS Fact Sheet about library partnerships
- Continuing Education team

- Helping plan the July 20th Materials Challenges Readiness workshop
- Planning the annual Youth Programming workshop
- Connecting with speakers for future workshops and webinars
- Identifying and connecting with potential visual notetakers for future projects
- Intellectual Freedom
 - Answered general questions from library staff about intellectual freedom and potential materials challenges
 - With Tracie Miller, planning future staff development presentations for member library staff
- Strategic Planning:
 - Met with strategic planning committee from the Columbus Public Library
 - Analyzed library services survey and identify next action steps
 - Began writing draft sections of the Strategic Plan
 - Met with Bailey Anderson, Black Earth Public Library, to begin the process to update the library's strategic plan.
- Meetings/Workshops
 - Attended the American Library Association conference, 6/22 - 6/27
 - Met with retiring director, Pam Bobsen, at the Rosemary Garfoot Public Library in Cross Plains
 - Conducted annual library visit - Stoughton Public Library
 - Attended statewide youth services liaisons meeting
 - Attended *How coworkers SHOULD provide backup during conflict* webinar
 - Attended *Public Library Services for Strong Communities: Survey Results* webinar
 - Attended bi-monthly SCLS all-staff meetings
 - Met with Jean Anderson to check in about various projects
- Other
 - Answered questions about copyright and educational use of materials for public programs
 - With Mark Jochem, posted to the SCLS Facebook page
 - Beginning to update youth services and intellectual freedom web pages
 - Scheduled 2023 library visits to member libraries

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).
 - With Tim Drexler, updated the Recollection Wisconsin (RW) data dashboard. Items from SCLS member libraries' collections had 33,650 views in June, bringing the total number of views to 1,525,237!
 - Visited Rock Springs Public Library to meet with volunteers about their local history digitization project. Also updated their scanning kit to troubleshoot Windows 11 and Epson scanning software incompatibilities.
 - Updated digitization documentation and manuals. Cleaned up (deleted and re-organized) files on laptop and in Google Sheets and Docs.
 - Sent a scanning kit to Monticello Public Library, they plan on starting a digitization project.
- Local History Archives Digital Preservation Project:
 - Planning and preparing for the next batch of materials that will be uploaded to the back-up server.

- Sent emails with details and updates about the project to all libraries that have content in the back-up server.
- CE Planning Team:
 - Met with the team.
 - Continued working on documentation and spreadsheets that will be used in planning and providing CE events.
- Other:
 - With Jean Anderson, was co-leader of the bus trip to the ALA Conference in Chicago.
 - Attended (virtual) the North East Document Control Center (NEDCC) Digital Directions Conference.
 - Participated in a move team debrief meeting.

Tim

- **Dane County patron mapping project:** This month, I finalized a working version of the interactive patron mapping dashboard requested by Madison Public Library (MPL). The dashboard allows users to view patron locations aggregated at the level of US Census tracts or smaller Census blocks. At either level, users can choose to show counts of patrons or a calculation of registered patrons as a percentage of the total population. In addition, the dashboard lists the portion of patrons associated with each home library in Dane County. Finally, I collected demographic information from the Census and added it to the dashboard as a table. The values in the table are automatically recalculated based on which areas the user selects.
This project is open-ended, and I plan to continue working with MPL staff on further improvements as they explore the dashboard functionality to determine how it can fit into their planning workflow.
- **All Directors meeting online voting forms:** I created a set of Google forms that SCLS Directors will use to submit their 2024 budget votes during the July All Directors Meeting. The voting forms connect to spreadsheets in Google Sheets, which sum the weighted vote totals and determine whether the collected responses meet the participation thresholds required for final approval. The voting forms are online and accessible via weblink, which allows Directors to connect to them whether they attend the meeting virtually or in person and provides device-independent access.
- June/July meetings:
 - Attended the monthly WI Department of Public Instruction Library Services Data Workgroup meeting on 6/21.
 - Led the SCLS Scripting & Reports Team meeting, 6/21.
 - Met with Tracie Miller on 6/29 to discuss adding data fields related to “other materials” to the DPI Annual Report pre-fill SCLS provides to member libraries.
 - Met with Rose Ziech on 7/7 to talk about Data Services-related webpages on the SCLS website. The changes we discussed will (hopefully) enhance the Data Services presence on the site and make available services more visible to SCLS members.
 - Attended the Wisconsin Public Library Consortium Technology Operations Committee meeting on 7/11. The Committee finalized a proposal for a statewide data dashboard project.

Tracie

- Meetings
 - Monday Staff Meeting x2
 - CE Planning Meeting
 - Consultant Meeting
 - Library Services Data Group Meeting
 - Meeting with Heidi O, Amy, and Kayla to discussion definition of “Other Materials Held” for Annual Report
 - Meeting with Tim to discuss first pre-fill checks and possible pre-fill for “Other Materials Held”
 - Talked with Steve Ohs about Adjacent County Reimbursement and the process now for Prairie Lakes
- Projects
 - Received all Adjacent County Reimbursement Request Forms from County Clerks and forward to library directors
 - Updated SCLS Foundation Donor List on website with 2nd quarter donations
 - Online Update x2
 - Top 5 (weekly)
 - Visited New Glarus for one year director visit
 - Visited Deerfield for annual visit
 - Marketing Cohort Sticker Order
 - Assisted Rome with Director Search
 - SCLS and SCLS Foundation Website clean up
- Training
 - Infosec
 - Personal - 10 week Coursera class - The Art of Well-Being
- Emails and Calls
 - Brodhead - Multiple calls and emails related to Board and Director issue
 - Black Earth - Meeting agenda posting question
 - Reedsburg - Staff Inservice
 - New Glarus - Budget question
 - Poynette - FTE question
 - Rome - Questions related to director search
 - Sun Prairie - Training
 - Portage County - Building and Board
 - Mount Horeb - Board seat question