

## August 2023 Report for Board and AC (July 13 - August 9, 2023)

### Deb

- Continuing to work with Oregon. Have placed orders for shelving and office furniture. Sent out bids for furniture. Will continue working on other areas needs.
- Working with Pinney to look for flooring, protective wall covering, children's chairs and tables, outdoor lounge chairs.
- Looking for some new lounge chairs for Adams County Library. Sent the chair ideas and fabric samples. Will get pricing.
- Meeting with Monona, will be discussing some paint ideas and for furniture in the teen area and accent walls for the study rooms, new cabinets in the storytime room. Updating furniture quotes for adult seating.
- Met with Lakeview Library to finalize a paint and wallcovering choice.
- Met with Meadowridge to discuss table & chair needs and how to possibly improve the staff break room. Waiting for quotes and decisions to move forward.
- Worked with a group from around the state to plan a "Library Buildings & Space Planning" series that is now live: <http://sewilibraries.org/library-buildings-spaces/>
- Working on graphic requests for other materials as needed (friend's newsletters, flyers, brochures).

### Jean

- **Webinars/workshops hosted by SCLS CE Planning Team**
  - Hosted the Materials Challenge Readiness Workshop at the Pinney Library, Madison
  - There's an App for That?: Wisconsin Social Services Apps
- **Meetings/Conferences hosted/attended**
  - Hosted the All Directors Meeting at the Pinney Library, Madison
  - Handled the technology for the hybrid SCLS Board Meeting and Training at the Waunakee Public Library
  - Hosted the monthly State Agency Librarians Meeting
  - Attended the bi-monthly all staff meetings
  - Attended the quarterly Wood County Library Board Meeting
- **Upcoming Webinars/CEs**
  - Trustee Training Week, August 21 - 25
    - [No More Neutral](#): How to Use Marketing to Position Your Library in Challenging Times
    - [Wisconsin Library Law](#)
    - [Nurturing Your Library Culture](#)
    - [LGBTQ-Inclusive Trusteeship](#)
    - [Elected Officials are People, Too](#)
- **Statewide Events/Projects**
  - Attended the quarterly Webinar Facilitator's Meet-up
  - Met with Kris Turner to discuss his presentation for Trustee Training Week
  - Attended/facilitated the monthly System Continuing Education Coordinators meeting
  - Conducted Sound/Tech checks with Trustee Training Week presenters
  - Attended the Wisconsin Public Library Consortium (WPLC) Board meeting
  - Worked on planning for the Management track of the Wild Wisconsin Winter Web Conference
  - Attended the monthly Wisconsin Library Association (WLA) Conference Committee meeting

- **IDEA Project (LSTA 2021-22 Project)**
  - Met with the IDEA Team to start planning the 2023-2024 project
  - Submitted budget information to state for grant reimbursement
- **Director Support & Certification**
  - Processed WLA Memberships for SCLS library directors
  - Processed CE Grants for SCLS member library staff
  - Consulted on certification questions for directors
  - Scheduling orientation meetings with new directors at Rome and Amherst
- **Coordinator duties**
  - Met regularly with Consultant Team members
  - Met with Becky Spratford and Martha Van Pelt to debrief after the SCLS Board Training
  - Attended regular Coordinator meetings
- **Other Projects/work/meetings**
  - Led the Continuing Education Planning Team monthly meeting
  - Prepared for and presented Enlightened Hospitality with Mark Jochem for the Portage County Public Library staff inservice
  - Attended the United for Libraries Virtual Conference
  - Attended the Move Team meeting to plan for upcoming move into newly constructed offices and spaces
  - Updated the staff list for the Ryan Dowd online training for the Fitchburg Public Library staff
  - Worked with Tracie Miller on a statewide order for stickers for Library Card Signup Month
  - Worked with Deb Haeffner and the Tech Team to restore network access to the copier for Deb
  - Worked with Wood County Library Directors on funding request for 2024
  - Submitted Presenter Agreement for Notable Books Marathon at the fall Wisconsin Library Association Conference
  - Consulted and answered questions about OverDrive and Libby
  - Sent out Top 5 email for Tracie Miller

## Mark

- **General:**
  - Attended Green Co. Library Director Meeting at Brodhead Public Library.
  - Facilitated Adult Services/Inclusive Services Check-in meeting for SCLS member library staff
  - Attended Wisconsin Library Association Leadership Development Institute session, "Broadening Your Community Network".
    - Scheduling follow-up check-in meetings with members of the cohort as a planner for the Leadership Development Institute
    - Met with a cohort member to discuss Slack and Zoom technology
  - WLA Conference Committee – Inclusion and Accessibility Chair:
    - Continued working with the planning committee to ensure the Conference is as inclusive and accessible as possible.
    - Visited the Wisconsin Braille Library and Transcription Services site as a potential venue for an off-site conference tour
  - Assisted with the July 20<sup>th</sup> All Directors' Meeting
  - Met with Anna Remien, SCLS' newest Field Services Technician, as part of her SCLS orientation
- **Inclusive Services:**

- With Jean, provided a workshop for Portage Co. Public Library staff on Enlightened Hospitality. I focused on inclusive practices.
- IDEA (Inclusion Diversity and Equity in Action) Team:
  - Met to discuss long-range plans for 2024-2025 projects.
  - Determining needed roles for future projects
- Met with Kristi M. from Madison's OutReach LGBTQ Community Center to discuss a webinar for creating inclusive environments for LGBTQ (Lesbian, Gay, Bisexual, Transgender, and Queer) community members. This webinar is scheduled for September 21<sup>st</sup>.
- Workforce Development:
  - Attended the Workforce Development Board for South Central Wisconsin's Business Services Team monthly meeting.
  - Discussed a major redesign of the Resources for Job Seekers webpage on the SCLS website.
  - Provided an update to SRLAAW (System and Resource Libraries Administrator's Association of Wisconsin) regarding the Library Workforce Connection
  - Compiled and shared out Job Seeker Events and Small Business Training events for August 2023 to member library staff
  - Part of the planning team for the "There's an App for that?! Wisconsin Social Services Apps" webinar. As of 8/8/2023 there are 155 registrants.

## Rose

- Email & phone contacts: troubleshooting website errors (Madison staff intranet), created website editing account (Monticello), identified social media policies on SCLS library websites (Belleville), advised on website accordion configuration (Oregon), provided pricing for domain name renewals (Oregon).
- Library websites:
  - Website theme/config changes: DeForest, Dane County Library Service (Beyond the Page), Mount Horeb, Sun Prairie.
  - Tested & implemented Drupal core & module updates.
- Drupal 9/10 upgrade: continued project planning, migrating websites, and updating documentation.
  - Library website migrations completed: [Full list of migrated sites](#).
  - Library website migrations in progress: Adams County, Sauk City.
  - SCLS website migrations completed: Trustee Training Week, Drupal Documentation.
  - SCLS website migrations in progress: SCLS Foundation, LINKcat Help.
- LINKcat: troubleshooting Advanced Search page issue, set up custom report snapshot for Google Analytics 4.
- Committees: attended Discovery Interface Subcommittee meeting, drafted Library Innovation Subcommittee agenda & canceled meeting.
- SCLS website: updated board member contact form, posted meeting documents for All Directors meeting, added vendor field to ILS Known Problems database, added photo albums with construction pictures, posted & removed slides on homepage, troubleshooting private file access, added staff contact page for new staff.

## Shawn

- Youth Services:
  - Met with Pardeeville Public Library Director to discuss updated services for youth
    - Creating public survey to get input about youth services needs
  - Assisting library staff with Summer Library Programs

- Assisting directors with hiring youth services staff
- Preparing for upcoming youth services continuing education programs and monthly meetings
- Editing SCLS youth services web pages
- Inclusive Services:
  - Answered general questions about aspects of providing services through inclusive acts
  - With Mark Jochem: continuing to work on social work intern project
- Intellectual Freedom (IF):
  - Answered questions regarding Request for Consideration forms and tips for addressing potential materials challenges
  - With Tracie Miller:
    - Co-organized July 20th *Materials Challenges Readiness* workshop
    - Preparing IF staff in-services presentations for the Sun Prairie and Reedsburg Public Libraries
    - Preparing for 3 September Collection Development Policy Review discussions at:
      - WI Dells (Sue Ann Kucher from Reedsburg will be our Director-on-Hand to answer questions)
      - Belleville (Jim Ramsey from Stoughton will be our Director-on-Hand to answer questions)
      - WI Rapids (Larry Oathout from Portage County will be our Director-on-Hand to answer questions)
- Continuing Ed Planning team projects:
  - July 20th *Materials Challenges Readiness* workshop was a success
  - Planning future webinars and workshops:
    - October 18th, [Beyond Drag Storytimes webinar](#)
    - November 2nd, Wisconsin Talking Books & Braille Library services webinar
    - November 9th, [Annual Youth & Teen Services in-person workshop](#)
    - December 7th, [Annual Early Literacy Summer Library Program webinar](#)
    - December 14th, [De-escalation and Recovery webinar](#)
- Community Engagement and Collaborations:
  - Connecting with Jerrod Buckner from the WI Science Festival to discuss library outreach events and SCLS partnerships
- Strategic Planning:
  - Met with the Strategic Planning Committee from the Columbus Public Library
    - Drafting sections of the Plan
    - Tim Drexler is compiling library and community use data for the Plan.
- Meetings, etc.
  - Conducted annual library visit - Stoughton Public Library
  - Attended:
    - bi-monthly all-staff meetings
    - Bi-monthly check-in meetings w/Jean Anderson
    - Dane County library directors meeting
    - Meetings with colleagues to discuss shared projects
    - Zoom programs describing forthcoming books for youth

## 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), Poynette Area Public Library, and Portage County Public Library.
  - With Tim Drexler, updated the Recollection Wisconsin (RW) data dashboard. Items from SCLS member libraries' collections have had 1,550,362 item views.
  - Tim Drexler embedded the SCLS Recollection Wisconsin data dashboard (in Tableau) to the Local History Digitization Projects pages on the SCLS website for easier access.
  - Recollection Wisconsin was awarded a dedicated funding line in the Department of Public Instruction's 2023-2025 Wisconsin State Budget.
- Local History Archives Digital Preservation Project:
  - Planning and preparing for the next batch of materials that will be uploaded to 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.
- Move Team:
  - Met with the team to discuss plans for the next phase of the new building move.
- Other:
  - Attended (virtually) the July All Directors meeting.
  - Attended the July Sauk County Library Board meeting.

## Tim

- **Columbus Public Library Strategic Plan update:** With Shawn Brommer and Deb Haeffner, I worked on revisions to data visualizations that they will incorporate into an updated Strategic Plan for the Columbus Public Library. Creating the charts and tables involved data collection from various sources, including annual service data, Bibliovation reports, the US Census, the Wisconsin Department of Public Instruction, and the results of a community survey.
- **Middleton Public Library data visualizations:** I have just started working on a request from Jocelyne Sansing at the Middleton Public Library for an update to a data set and a related set of charts. The data tracks library activity and patron engagement across various dimensions, such as the number of items checked out, the number of holds placed, and the count of registered borrowers. Eventually, I will visualize the data with breakdowns by Aldermanic Districts for the City of Middleton. Jocelyne plans to include the charts in an upcoming presentation for the City Council to encourage Council members to promote library card sign-ups and library usage among their constituents.
- **July/August meetings:**
  - Led the SCLS ILS Reports Team meeting on 7/13.
  - Led the SCLS Scripting & Reports Team meeting, 7/19.
  - Attended the SCLS All Directors meeting on 7/20 to help monitor online voting for 2024 proposed service fees.

## Tracie

- Meetings
  - SCLS Staff Meeting
  - Sun Prairie In Service Planning Meeting
  - Check-in Meeting with Jean
  - SCLS Foundation Meeting
  - Meeting with Mark and Shawn about update to SCLS Fact Sheet
  - All Director's Meeting - Pinney
  - Columbia County Library Board Meeting/Columbia County Director's Meeting
  - CE Planning Meeting
- Projects
  - Top 5 (weekly)
  - Online Update (twice a month)
  - Updated SCLS Representative List on Webpage
  - Updated SCLS Website slides
  - Intellectual Freedom Program - Pinney
  - Pardeeville New Director Orientation
  - Adams County Library Annual Visit
  - Cambridge New Director Orientation
  - SCLS Foundation Newsletter
  - Update SCSL Foundation Cornerstone Donation Letter
  - Help setup for SCLS BOT Meeting at Waunakee
  - Assist with Hutchinson Memorial Library Director Search
  - Updated Columbia County's In-County Reimbursement request with new percentage
  - Library Card Sign-up Month Sticker Order
  - Adams County Service Plan check
- Training
  - Infosec Training
- Emails/Phone Calls
  - Cambridge - Adjacent County Reimbursement/Reports
  - Wisconsin Rapids - policy/in-county budget
  - Verona - Records Retention
  - Mount Horeb - Privacy Policy