

## September 2023 Report for Board and AC (August 10 - September 13, 2023)

### Deb

- Continuing to work with Oregon. Have placed orders for shelving and furniture Will continue working on other areas needs including outdoor, signage and art.
- Working with Pinney to look for flooring, protective wall covering, children’s chairs and tables, outdoor lounge chairs.
- Working with Monona. Gave them some paint ideas for the teen area and accent walls for the study rooms. Getting quotes for furniture for teens and adults.
- Working with the Building Committee on the new SCLS office and packing for the move.
- Ordered some of the furniture for Meadowridge. Searching for tables & chairs to improve the staff break room. Waiting for quotes and decisions to move forward.
- Working with a group from around the state to plan a “Library Buildings & Space Planning” series. Created an ad for the WLA conference booklet.
- Working on graphic requests for other materials as needed (friend’s newsletters, flyers, brochures, business cards).

### Jean

- **Webinars/workshops hosted**
  - Co-hosted CCBC Shorts: September 2023
  - Co-hosted Culture of Accessibility and Inclusion
  - Hosted the monthly State Agency Librarians Meeting
- **Meetings/Conferences hosted/attended**
  - Tech Days: Dealing with Digital Distractions
  - Tech Days: When a service desk isn’t enough
  - Attended regular all staff meetings
  - Led the Consultant Team monthly meetings
  - Attended the monthly Administrative Council Meeting
  - Attended regular Building Update meetings
  - Attended the monthly state Continuing Education Consultant meeting
- **Upcoming Webinars/CEs**
  - LGBTQ+ 101, September 21
  - CCBC Shorts, October 11
  - Beyond Drag Storytimes, October 18
- **Statewide EventsProjects**
  - Hosted: Trustee Training Week webinars:
    - No More Neutral
    - Wisconsin Library Law
    - Nurturing Your Library Culture
    - LGBTQ-Inclusive Trusteeship
    - Elected Officials are People, Too
  - Tech Days Wisconsin
    - Co-host for Artificial Intelligence and the Library: the Current Landscape
  - Working on Management track for Wild Wisconsin Winter Web Conference 2024

- Participated in Wisconsin Library Association Conference Committee meetings
- Attended the Wisconsin Public Library Consortium Digital Archives Backup Steering Committee Meeting
- **IDEA Project (LSTA 2023-24 Project)**
  - Meeting with Leah Langby to plan Continuing Education component of upcoming project
  - Attended regular IDEA team meeting
- **Director Support & Certification**
  - New Director Orientations with Rome, Randolph, Amherst, and Cambria
  - Consulted with new directors on a variety of questions
  - Processed WLA memberships for 5 member library directors
  - Processed CE Grants for 20 member libraries
- **Coordinator duties**
  - Attended regular Coordinator meetings
  - Met with Consultant Team for regular check-in meetings
- **Other Projects/work/meetings**
  - Conducted library visit with the Belleville Public Library and the Portage County Public Library
  - Met with Continuing Education (CE) Planning Team
  - Met with SCLS staff to test and write documentation for new audiovisual (AV) system in meeting room
  - Met with SCLS staff to discuss maker kit storage in new workroom
  - Attended training from Fearing's staff on new AV system
  - Answered OverDrive/Libby questions from member library staff and patrons
  - Answered questions about the database renewal process and accessing the MyWiLS portal
  - Worked with Tracie Miller on the coordinated order for stickers for Library Card Sign-up Month
  - Worked with Tamara Ramski to re-shelve the Professional Collection in anticipation of re-opening the collection in late September
  - Referred Interlibrary Loan request to Madison Public Library
  - Scheduled demonstration with Local Hop as a potential replacement for our current calendar software

## Mark

### General:

- W/Jean Anderson attended an onsite "activity day" for the 2023 WLA Conference planning
- Attended Continuing Education planning committee meeting
- Attended Green County Library Directors and Board Meeting in Albany
- Conducted an in-person library visit at Marshall Community Library with Callie Armstrong
- Conducted a virtual library visit at Kilbourn Public Library (Wisconsin Dells) with Cathy Borck
- Conducted an in-person library visit at McMillan Memorial Library (Wisconsin Rapids) with Katherine Elchert
- Attended two trustee training webinars: Wisconsin Library Law with Kris Turner and LGBTQ – Inclusive Trusteeship with Ray Lockman
- Attended bi-weekly meetings of the 2023 WLA Conference Committee
- W/Shawn Brommer maintained the SCLS Facebook Page
- Scheduled the next Adult Services and Inclusive Services Check-in Meeting for September 19th

- Met with SCLS staff members to discuss the Library Innovation Subcommittee charge

#### Inclusive Services:

- Hosted w/Shawn Brommer the webinar: A Culture of Accessibility and Inclusion – Going Beyond the ADA in Your Public Library, presented by Jason Beloungy and Wendy Weiler of Access to Independence. 32 registered / 10 attended live.
- Hosted a meeting of the WLA Inclusive Services Special Interest Group
- Finalized plans and scheduled sound check for the webinar: LGBTQ+ 101 – to be presented by Kristi Mason and DaMontae January of OutReach LGBTQ Community Center on 9/21/2023
- Attended IDEA (Inclusion Diversity Equity in Action) Team meeting to discuss planning for next year. Drafted a cover letter to publicize the opportunity for library staff members to join the IDEA Team in the planning process.
- Scheduled the next Social Work Intern Cohort Meeting for September 28th
- Met with Chris Baker from the Department of Public Instruction (DPI) and a representative from the All of Us community health survey outreach team to discuss collaborations with libraries

#### Workforce Development:

- Attended the Workforce Development Board of South Central Wisconsin Business Services Team monthly meeting
- Curated and compiled job seeker and small business events for the month of September. Sent them out on various SCLS email lists
- Met with Chris Baker from DPI to discuss the statewide workforce resource webpage
- Met with Kristie Hauer, Public Library Consultant at Wisconsin Valley Library Service to discuss a proposed “meet-n-greet” workshop for library and workforce development staff in Adams, Wood, and Portage counties
- Attended the Library Workforce Connection meeting
- Attended the Portage Area Workforce and Service Connection (PAWSC) monthly meeting. Will be stepping back from the meetings, available as needed.
- Attended the monthly LibsWork meeting. A national group of library staff engaged in workforce development work

#### Rose

- 1 week out of office.
- Email & phone contacts: advised on confirmation messages & email confirmations for webforms (Monticello), discussed homepage article duplicates workaround (Rome), provided info about book cover carousels (Mount Horeb), advised on getting help with website (Arpin), invited guest authors for staff blog (Stoughton), discussed re-brand project for website (McFarland), suggested options for webform spam (Oregon), shared steps for resetting website editing account password & linking to documents in Media Library (Sauk City), provided more info about calendar issue (Belleville), shared steps for creating anchor links (Mount Horeb), created website editing accounts (Randolph, Cambria, WI Rapids), shared steps for resetting website editing account (Amherst), troubleshooting homepage issue (La Valle), added outbound links “exploration” report in Google Analytics (Waunakee).
- Library websites:
  - Website theme/config changes: Sun Prairie, DeForest, Oregon, Portage County.
  - Tested & implemented Drupal core & module updates.
  - One-on-one training/Q&A: Pardeeville.
- Drupal 9/10 upgrade: continued project planning, migrating websites, and updating documentation.
  - Library website migrations completed: Sauk City. Full list of migrated sites.
  - Library website migrations in progress: Adams County.
  - SCLS website migrations completed: SCLS Foundation.

- SCLS website migrations in progress: SCLS.info, LINKcat Help.
- LINKcat: examined code related to browse shelf blurry cover art, Discovery Layer JavaScript tweaks, removed Harriet outage slide on LINKcat home.
- Committees: reviewed & drafted updates to Library Innovation Subcommittee charge.
- SCLS website: adjusted configuration to display description for file uploads instead of filename (Trustee Training Week), changed text for Member Resources & Services, added construction photos to albums on website, cleaned up disused files.

## Shawn

- Youth Services:
  - Met with library directors at New Glarus, Albany, and Monticello to describe SCLS youth services offerings, programs, and general information
    - Creating public survey to get input about youth services needs
  - Helped libraries finalize and evaluate Summer Library Programs
  - Assisting directors with hiring youth services staff
  - Preparing for upcoming youth services continuing education programs and monthly meetings
    - Maintaining a Fall 2023 Events document for youth services offerings
  - Editing SCLS youth services web pages
  - Managing a coordinated statewide order of materials for youth
  - With Heidi Moe, ensuring that member libraries submit invoices and receipts for SCLS youth services literacy fund reimbursements
- 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:
    - Preparing IF staff in-services presentations for the Sun Prairie and Reedsburg Public Libraries
    - Preparing for/hosting September Collection Development Policy Review discussions at:
      - 9/6 Belleville (Bronna Lehmann from Belleville was our Director-on-Hand to answer questions)
      - 9/14 WI Dells (Sue Ann Kucher from Reedsburg 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:
  - Served as host and co-host for August & early September SCLS-sponsored webinars
  - 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
- Assisted with re-writes of the SCLS Facts Sheet document (with Tracie Miller, Mark Jochem, Deb Haeffner)
- 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.
  - Meeting with Elizabeth Clauss, Cross Plains, to discuss upcoming long range and strategic planning needs
- Meetings, etc.
  - Conducted annual library visits:
    - Waunakee Public Library
    - New Glarus Public Library
  - Met with state library services consultant, Jeni Schomber
  - Continuing to set meeting dates with new directors and youth services staff
  - Attended:
    - bi-monthly all-staff meetings
    - Bi-monthly check-in meetings w/Jean Anderson
    - Statewide youth services liaisons meeting
    - Meetings with colleagues to discuss shared projects
    - Zoom programs describing forthcoming books for youth
    - Several Trustee Training Week and Tech Days webinars

## Tamara

- Local History Digitization Projects:
  - Responded to emails and provided guidance to library staff about digitization projects.
  - Uploaded new materials to CONTENTdm for Reedsburg Public Library and Portage County Public Library.
  - Angie W. Cox Public Library (Pardeeville), Portage County Public Library, Poynette Area Public Library, Reedsburg Public Library, and Verona Public Library had new materials included with the September harvest to Recollection Wisconsin and the Digital Public Library of America (DPLA).
  - With Tim Drexler, updated the Recollection Wisconsin (RW) data dashboard. Items from SCLS member libraries' collections have had 1,569,316 views.
  - With Kayla Linke, started a project to add records from CONTENTdm to LINKcat. Looking into how to format metadata from CONTENTdm into MARC records.
  - Met with Janet Gasser at Reedsburg Public Library to discuss their digitization project.
- Local History Archives Digital Preservation Project:
  - Met with SCLS staff members (Vicki Teal, Kerri Hilbelink, Will Allington, and Andrew Hoks) and Kristen Whitson (WiLS) for a project check-in meeting.
  - Met with Kristen Whitson (WiLS) about next steps in getting other library systems ready to upload materials to the server.
  - Bagged and uploaded newly digitized materials for Angie W. Cox Public Library (Pardeeville), Portage County Public Library, and Reedsburg Public Library to the back-up archive S3 server.

- Met with the WPLC Digital Archives Back-Up committee.
- CE Planning Team:
  - Met with the team.
  - Continued working on documentation and spreadsheets that will be used in planning and providing CE events.
- Professional Collection:
  - With Jean Anderson, shelved the collection's books in their new location in the Pankratz building.
  - Preparing an order of new books for the collection.
- Other:
  - Took notes for the August 28<sup>th</sup> all-staff meeting.
  - Met with Jennifer Chamberlain (WiLS), Laura Damon-Moore (WiLS), and Allison Hoffman (Monarch Library System) about potential projects for the WPLC Historical & Local Digital Collection Committee.
  - Met with SCLS staff members to discuss the charge of the Library Innovation Subcommittee (LIS).

## Tim

- **Reedsburg Public Library circulation tracker** – At the request of Reedsburg Public Library Director Sue Ann Kucher, I created a set of design ideas for a data dashboard to track the library's all-time circulation count. The library will be marking its 125<sup>th</sup> anniversary in 2024 as well as celebrating the milestone of 10 million items checked out, which it should reach in October or November 2023. Sue Ann asked about possibly adding the dashboard to the Reedsburg PL website, so I will work with Rose Ziech after determining which design Sue Ann prefers.
- **Dane County borrower map** – I plan to attend the Dane County Librarians' meeting on 9/14 to provide an overview of [this dashboard](#) and demonstrate some of the functionality I've included. Though I originally designed the dashboard to the specifications of the Madison Public Library Planning Team, I think other Dane County libraries might find the patron mapping and demographic information helpful. If so, I can work with interested libraries to define their service areas and customize some of the dashboard data filters to meet their needs.
- **[SCLS Data Services webpage](#)** – Over the past month, I've been working on updates to the Data Services page on the SCLS website. My focus so far has been on embedding data dashboards already published to the [SCLS Tableau Public](#) profile. Adding the dashboards to the SCLS site allows me to organize and present them in logical groupings and, I hope, will make it easier for SCLS libraries to find them.
- August meetings:
  - Attended the annual meeting of the statewide Tech Talk group on 8/16.
  - Led the SCLS ILS Reports Team meeting on 8/17.
  - On 8/17, met with SCLS staff involved in the DPI Annual Report process to begin preparing for the 2023 reports.
  - Met with Sue Ann Kucher, Reedsburg Public Library Director, for an annual library visit on 8/21.
  - Led the SCLS Scripting & Reports Team meeting, 8/22.
  - Joined the Madison Public Library Data Team for their meeting on 9/8.

## Tracie

### ● Meetings

- Staff Meeting
- Consultant Meeting
- SCLS Board of Trustees Meeting
- CE Planning Team Meeting
- Sun Prairie Library Meeting (with Shawn) to discuss in-service training on Intellectual Freedom
- Library Services Data Group Meeting
- Annual Report Team Meeting (with Tim, Heidi O, and Cindy) to Discuss New Items

### ● Projects

- Top 5 (weekly)
- Online Update ( x2)
- Sent out “Get Your Library Card” Stickers
- Prepared Library Tax Exemption Paperwork for Municipalities of SCLS libraries
- Met with Rose to discuss/review migration of SCLS Foundation Website
- Reviewed Training Material for Melissa (DPI) Regarding Annual Report
- New Director Orientation
  - Monticello Public Library
  - Lester Public Library of Rome
  - Hutchinson Memorial Library - Randolph
- 1yr Director Review Meeting
  - McMillan Memorial Library - Wisconsin Rapids
- Annual Library Visits
  - Black Earth Public Library
  - Mount Horeb Public Library
- Collection Development Policies Review and Discussion Groups
  - Belleville Public Library
- Fact Sheet Rewrite - (with Mark and Shawn)

### ● Training/Webinars

- Infosec Training
- Safeguarding Intellectual Freedom Webinar
- Trustee Training Week - No More Neutral Webinar
- Trustee Training Week - Wisconsin Library Law
- Trustee Training Week - Nurturing Your Library Culture
- Trustee Training Week - Elected Officials Are People, Too

### ● Email/Phone Call Questions

- Spring Green - Trustee Seats, Levy Limits
- Stoughton - Trustee Seats
- Portage - Budget, Library Standards, New Directors in Cluster 2
- Stevens Point - Update on County Board
- Wyocena - Lost Book Payments
- Brodhead - Questions about Donations
- Rome - Salary Comparison

- Mazomanie - Salary Comparisons, Library Expense Comparisons
- Rio - Records Retention
- Poynette - Adding Employees to Email Lists
- Cambridge - Reports
- Pardeeville - Credit Cards for Purchases