

October 2023 Report for Board and AC (September 13 - October 11, 2023)

Deb

- Continuing to work with Oregon. Have placed orders for shelving and furniture. Will continue working on other areas including outdoor, signage and art.
- Working with Pinney to look for flooring, protective wall covering, children's chairs and tables, outdoor lounge chairs.
- Updated quotes and ordered chairs for Hawthorne, signage for Pinney.
- Working with Rome to add more shelving. Getting a quote.
- Met with Pardeeville to discuss creating a Makerspace. Working on finding resources.
- 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.
- 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. Sent quotes for discussion.
- Working with a group from around the state to continue with the "Library Buildings & Space Planning" series.
- Working on graphic requests for other materials as needed (friend's newsletters, flyers, brochures, business cards).

Jean

- **Webinars/workshops hosted by CE Planning Team**
 - CCBC Shorts, September and October
 - Tech Days: When a Service Desk Isn't Enough
 - Tech Days: Making the Most of BadgerLink
 - LGBTQ+ 101
- **Meetings/Conferences hosted/attended**
 - Attended regular staff meetings
 - Led the Continuing Education (CE) Planning Team meeting
 - Met with Anna Remien, the new Field Services Technician, as part of the new employee orientation
 - Attended the Wood County Library Board Meeting
 - Attended the Library Innovation Subcommittee meeting
 - Attended the SCLS Database team meeting
- **Upcoming Webinars/CEs**
 - Wisconsin Talking Books & Braille Library, November 2
 - CCBC Shorts, November 7
 - Youth & Teen Programming, November 9
 - WeCOPE: Connecting with our Positive Emotions, begins November 14
- **Statewide Events/Projects**
 - Attended the regular Wisconsin Library Association (WLA) Conference Committee meetings
 - Met with Dara Schmidt, director of the Cedar Rapids Public Library about a presentation for Wild Wisconsin Winter Web Conference 2024
 - Finished planning the Management track for the Wild Wisconsin 2024 conference
 - Met with Shauna Koszegi, Southwest Wisconsin Library System, to plan a partnership to offer the WeCOPE continuing education event

- Attended the statewide CE Consultants Meeting
- **IDEA Project (LSTA 2021-22 Project)**
 - Met with Leah Langby, IFLS Library System, to start work on the 2023-24 Wisconsin Libraries Talk About Race series
 - Met with the IDEA Team
- **Director Support & Certification**
 - Processed CE Grants for 6 member library staff members
 - Awarded 4 Scholarships for the fall WLA Conference
 - Processed WLA Memberships for directors
- **Coordinator duties**
 - Attended regular Coordinator meetings
 - Met with Martha Van Pelt for check-in meetings
 - Met with Consultant Team members for regular check-in meetings
 - Attended the Administrative Council meeting
- **Other Projects/work/meetings**
 - Attended a demo for LocalHop, the replacement product for our calendar software
 - Conducted annual library visit with Tracy Herold from the Dane County Library Service and Wendy Wilson from the Lester Public Library of Vesper
 - Visited with Stacy Kunder from the Lester Public Library of Arpin
 - Met with Sara Gold and Nick Smith from WiLS as part of our database renewal program
 - Attended the Fearings Training on our AV system
 - Assisted with the workroom move and moved into my new office
 - Answered questions about the Professional Collection
 - Answered certification questions from directors
 - Consulted with OCLC to resolve an issue at Marshfield
 - Answered questions about accessing the Ryan Dowd online training
 - Consulted with Sue Ann Kucher at Reedsburg
 - Worked on the transition from BlueJeans to Zoom (for hybrid meetings) and from Evanced/Demco to LocalHop (for online calendar)

Mark

- **General:**
 - Vacation: September 20 – 22 and October 2 – 6
 - Assisted the internal moving process at the new building from temporary to permanent storage
 - Started attending weekly meetings with the 2023 WLA Conference Committee
 - Facilitated the bimonthly Adult and Inclusive Services Check-in meeting with library staff
 - Co-Facilitated quarterly Wisconsin Library Association Inclusive Services Special Interest Group meeting
 - Continuing to work with Tracie Miller and Shawn Brommer to refresh the SCLS information document: [Systems, Libraries, and Collaborations](#)
 - Attended the October Library Innovation Subcommittee meeting discussed the charge document and ideas for winter/disaster program planning
 - Attended Consultant Team meeting

- Inclusive Services:
 - Social Work Intern Cohort – w/Shawn Brommer
 - Co-facilitated quarterly meeting with the cohort and partner organizations
 - Excited to hear Madison Public Library – Hawthorne Neighborhood Library has an intern this year, named Jon. Shawn and I will be assisting the library and Jon as needed.
 - IDEA (Inclusion Diversity Equity in Action) Team – W/ Jean Anderson
 - Launched an application to find two new members for the IDEA Team
 - Met with the IDEA Team to discuss next steps, including a webinar scheduled as early as December 2023.
- Workforce Development:
 - Attended the monthly Library Workforce Connection meeting
 - Started planning process for meet-n-greet sessions for Spring 2024 between library staff and workforce development staff.
 - Scheduled planning conversations with Southwest Wisconsin Library System (SWLS), Southwest Wisconsin Workforce Development Board (SWWDB), and the regional representative of the Wisconsin Department of Workforce Development (DWD).
 - Held planning conversations with Wisconsin Valley Library Service and the regional representatives of DWD
 - Planning similar conversations with the South Central regional partners and library system
 - Curated and sent out workforce events for October
 - Preparing for a workforce services workshop to be held in Hayward, WI on Oct. 19th

Rose

- SCLS annual visit with North Freedom.
- Email & phone contacts: troubleshooting webform error message (Oregon), shared link documentation (LaValle), shared info about event types/colors (Pardeeville), invited new staff blog accounts (Spring Green), troubleshooting cache problem on photo albums (WI Rapids), created website editing accounts (Reedsburg, DeForest), shared info about Google Analytics setup (Sauk City), troubleshooting webform submissions download error (Verona), shared website login steps (Cambria), shared file upload-and-link steps (Adams County, Rock Springs).
- Library websites:
 - Website theme/config changes: Verona, Sun Prairie, Stoughton, Reedsburg, Arpin, Rock Springs.
 - Tested & implemented Drupal core & module updates.
 - Feature updates on all sites: new editing toolbar & admin theme, switched to loading Bootstrap locally instead of CDN, uninstalled disused/deprecated modules & themes, updated CSS & JavaScript aggregation settings.
 - Testing upgrade to Drupal 10.
- Drupal 9/10 upgrade: continued project planning, migrating websites, and updating documentation.
 - Library website migrations completed: Adams County. [Full list of migrated sites.](#)
 - All 49 library website migrations are now completed!
 - SCLS website migrations completed: SCLS Foundation.
 - SCLS website migrations in progress: SCLS.info, LINKcat Help.
- LINKcat: discussed process for accessing Google Analytics 4 reports.

- Committees: attended Discovery Interface Subcommittee meeting, drafted & sent Library Innovation Subcommittee agenda, led meeting, attended ILS Summit (hybrid).
- SCLS website: updated slides on homepage, documented steps for deleting files, posted System Director job posting and homepage slide, posted 2024 projected fees.

Shawn

- Youth Services:
 - Hosted virtual youth services check-in meeting 9/19
 - Updated youth services websites
 - Met with Delivery staff to weed storykit collection prior to Delivery Service's move to Pankratz
 - With Jeff Grant-Turke at SCLS delivery, coordinated annual distribution of 2023 die-cuts to SCLS libraries and sent call for 2024 die-cut purchase recommendations.
 - Assisting with hiring new youth services staff in member libraries
- Inclusive Services:
 - With Mark Jochem
 - Co-hosted a check-in meeting with the cohort of libraries participating in the social work interns in libraries project
- Intellectual Freedom
 - Answered questions about interpreting collection development policies
 - Answered questions about updating reconsideration forms
 - Answered questions about weeding library collections
 - Attended powerful Banned Books Con events, sponsored by Beyond the Page - Dane County Library Service
 - With Tracie Miller:
 - Hosted two collection development policy review discussion sessions
 - 9/14: Held in WI Dells
 - 9/20: Held in WI Rapids
 - Created and presented two staff inservice presentations about Intellectual Freedom and First Amendment audits:
 - 9/22: Sun Prairie
 - 10/9: Reedsburg
 - Supporting member libraries Intellectual Freedom needs as issues arise.
- Community Engagement and Collaborations:
 - Connected member libraries to opportunities to host the [*Neighbors, Past and Present*](#) exhibit from the Max Kade Institute (UW Madison)
 - Serving as an advisor for a new book discussion project sponsored by the WI Humanities Council
- Strategic Planning:
 - Columbus Public Library
 - Met with library director to determine strategic plan goals and objectives
 - Presented draft plan to library director
 - Presented draft plan to strategic planning committee
 - Rosemary Garfoot Public Library (Cross Plains)
 - Met with director to determine strategic planning needs

- Continuing Education/Professional Development
 - Attended SCLS Cont. Ed. team meeting 9/25
 - Attended *Censorship and Banned Books: Defending Intellectual Freedom* webinar, 9/27
 - Hosted [CCBC Shorts webinars](#)
 - 9/13/23
 - 10/11/23
- Other highlights:
 - Moved into my new office on 9/18
 - Serving on SCLS Art & Display committee
- Meetings, etc.
 - 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
 - Webinars about 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).
 - With Tim Drexler, updated the Recollection Wisconsin (RW) data dashboard. Items from SCLS member libraries' collections have had 1,587,128 views.
 - Met with Joan Foster and Avery at Angie W. Cox Public Library to discuss their digitization project.
 - Met with Siri Amundsen and a group of volunteers at Monticello Public Library to discuss a digitization project and to provide training on creating metadata.
 - With Kayla Linke and Tim Drexler, started looking into a potential project to add records of items that are in Recollection Wisconsin to LINKcat. A process for converting Dublin Core metadata from Recollection Wisconsin/CONTENTdm to MARC format for LINKcat will need to be developed.
- Local History Archives Digital Preservation Project:
 - Bagged and uploaded newly digitized materials for Angie W. Cox Public Library (Pardeeville) to the back-up archive S3 server.
 - 2.49 TB of materials have been saved to the back-up archive.
- 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:
 - Ordered new books for the collection and prepared them for Kayla Linke to add to LINKcat.
- Other:
 - Attended the Recollection Wisconsin joint Board and Steering Committee meeting at the State Archive Preservation Facility in Madison.
 - Visited Verona Public Library for the annual SCLS library visit.

- Took notes for the October Library Innovation Subcommittee meeting.

Tim

- **Dane County meeting** – On September 14th, I attended a meeting of Dane County Library Directors hosted at the Middleton Public Library. During the meeting, I had a chance to demonstrate the functionality of the [Library Cardholders in Dane County](#) data dashboard. I also had time to show the Directors a [dashboard I built](#) by request of the Middleton Public Library, which compares resident cardholder activity data across the City of Middleton Alder districts. The dashboards got a good response from the Directors, and I've since received several follow-up inquiries related to Dane County resident data and customized versions of the dashboards.
- **2023 DPI Annual Report** – With the end of the year approaching, I've begun working on Annual Report preparations along with other SCLS Annual Report Team members, led by Tracie Miller. One task I've been working on is modifying the automated scripts used to populate selected fields in the pre-filled spreadsheet SCLS provides for member libraries. The 2023 report includes minor changes to the reporting questions, which require corresponding script updates. I've also started running our "pre" pre-fill checks to ensure we've updated our information to include changes to library names, municipality types, Patron Statistical Areas (PSTATs), and collection codes. The results from our most recent test run of the scripts in early October were a success, and we plan to run similar tests in November and December before producing the final pre-fill in early January 2024.
- **September/October meetings:**
 - As noted above, I delivered a data dashboard presentation to the Dane County Library Directors meeting on 9/14.
 - Led the SCLS Scripting & Reports Team meeting, 9/19.
 - Attended the monthly WI Department of Public Instruction Library Services Data Workgroup meeting on 9/20.
 - Led the SCLS ILS Reports Team meeting on 9/21.
 - On 10/3, met with SCLS staff involved in the DPI Annual Report process to discuss the next steps for the 2023 report.
 - Met with Jan Berg, DeForest Public Library Director, for an annual library visit on 10/3.
 - Attended the SCLS Library Innovation Subcommittee meeting on 10/10.
 - Led the biannual SCLS Database Team Meeting on 10/10.
 - Attended the SCLS ILS Users Summit on 10/11 to give users a tour of the data dashboards accessible from the SCLS [Data Services webpage](#).

Tracie

- **Meetings**
 - Monday Morning Staff Meeting (x2)
 - CE Planning Team Meeting
 - Annual Report Team Meeting
 - Library Innovation Subcommittee Meeting
 - Check-in Meeting with Jean (x2)
 - SCLS Data Team Meeting

- Columbia County Library Board Meeting
- Columbia County Library Directors Meeting
- Projects
 - Online Update (x2)
 - Top 5 (weekly)
 - Member of the Madison Hiring Committee (3 meetings)
 - Collection Management Policy Discussion (w Shawn) - Wisconsin Dells
 - Collection Management Policy Discussion (w Shawn) - Wisconsin Rapids
 - Sun Prairie In-Service Training, Intellectual Freedom (w Shawn)
 - Reedsburg In-Service Training, Intellectual Freedom & First Amendment Audits (w Shawn)
 - New Director Training
 - Amherst
 - Cambria
 - Finalized Library Tax Exemption with Monroe School District Numbers
 - Completed SCLS Comparative Population Served and Card Holders for WiLs
 - Compiled 5 yr Adjacent County Reimbursement Payments for Columbia County
 - Assisted Brodhead with Director search advertising
 - SCLS Annual Report Website updates for 2023
 - Updates for Annual Report Webinar Slides 2023
 - New Director Mentor Check-in Planning
- Training
 - Tech Days: Artificial Intelligence and The Library
 - Tech Days: Dealing with Digital Distractions
 - Tech Days: When A Service Desk Isn't Enough
 - Tech Days: Making The Most of BadgerLink
 - Library Journal : Censorship and Banned Books Training
 - Infosec Training
- Emails and Phone Calls
 - Annual Report Email List - What's New and Reminders
 - Annual Report Discussion with Melissa Aro at DPI
 - Library Board Member Question - Cross Plains
 - Program Policy - Portage
 - Closed/Open Meeting Sessions - Poynette
 - Library Records Retention - Pardeeville
 - County Budget, Building Maintenance, Library Board Make-up - Randolph
 - Personnel Policy - Oregon
 - Director Search - Stevens Point
 - Adjacent County Reimbursement - Courtney McRae, Columbia County Treasurer
 - Building Expense and Annual Report - Spring Green
 - Professional Collection - Dane County Services
 - Transparent Language Marketing - Stoughton
- Misc
 - Helped with final move in HQ