

November 2023 Report for Board and AC (October 12 - November 8, 2023)

Deb

- Continuing to work with Oregon. Currently working on art and signage. Am creating a plan for movers to put the collection onto shelving.
- Working with Pinney to look for flooring, protective wall covering. I am working on getting ideas for computer café seating for the front windows.
- Met with Lakeview to get quotes for new table seating in the children's area. Ordered that.
- Working with Rome to add more shelving—got a quote and shelving is ordered.
- Working with Prairie du Sac to reconfigure shelving for DVD, Local. Materials and Large Print collection. Moving some collections and getting quotes for new shelving.
- Met with Pardeeville to discuss creating a Makerspace. Working on finding resources. Have provided storage, table, chair options. Have gotten quotes for those—refining them. Working on flooring materials and design.
- 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.
- Attended the WLA conference.
- Got a quote for shades for the delivery offices. The shades for Admin offices have been installed.
- Working on graphic requests for other materials as needed (friend's newsletters, flyers, brochures, business cards).

Jean

- **Webinars/workshops hosted**
 - Recorded Notable Books Marathon presentation
- **Meetings/Conferences hosted/attended**
 - Met with Continuing Education (CE) Planning Team to work on process and plan for 2024
 - Attended all staff meetings
 - Led/hosted the Interlibrary Loan (ILL) Subcommittee meeting
 - Attended WiseGrants training
 - Attended the regular Building Update meeting
 - Met with work group about our contacts database
 - Met with WiLS about our database renewal project
- **Statewide Events/Projects**
 - Attended the Wisconsin Public Library Consortium (WPLC) Visioning Summit
 - Attended the Wisconsin Library Association (WLA) Conference in Middleton
 - Coordinated the Book Signing Events and volunteered on Conference Committee
 - Attended the WPLC Board meeting
- **IDEA Project (LSTA 2021-22 Project)**
 - Met with Leah Langby, IFLS Library System, to work on our 2023-2024 CE for Wisconsin Libraries Talk About Race series
 - Attended regular IDEA Team meetings
- **Director Support & Certification**
 - Contacted directors with outstanding renewals for databases

- Processed CE Grants for 11 SCLS member library staff to help offset the cost of attending the WLA Conference and other CE events
- Awarded 4 scholarships to member libraries to attend the WLA Conference
- Opened scholarship application for the Public Library Association Conference
- Answered questions about CE hours for various events
- Validated summations for three directors
- **Coordinator duties**
 - Attended the SCLS Foundation Cornerstone event
 - Met with Consultant Team for regular check-in meetings
 - Met with Martha Van Pelt for regular check-in meetings
- **Other Projects/work/meetings**
 - Vacation - October 17 - 20; November 3
 - Coordinated and presented as part of the Notable Books Marathon panel at the WLA Conference
 - Answered questions about OverDrive Marketplace, Libby, and access to patrons outside of SCLS
 - Ordered materials from Demco for the Professional Collection
 - Coordinated with the Southwest Wisconsin Library System to bring WeCOPE webinar series to our member libraries
 - Continued working on the transition from Evanced/Demco to LocalHop for our calendar and registration software

Mark

- **General:**
 - Attended the final session as an organizer of the Wisconsin Library Association's Leadership Development Institute.
 - Attended the 2023 Wisconsin Library Association Conference in Middleton as Accessibility and Inclusion Chair on the conference committee. Attended sessions on virtual reality, award winning books, project management, and engaging teen volunteers.
 - Selected as Conference Chair for the 2024 WLA Conference in Green Bay. Beginning to assemble a conference committee.
- **Inclusive Services:**
 - Social Work Intern Cohort:
 - Met with Jon, the Social Work Intern from UW-Madison, to brainstorm partnerships and ideas to bring Social Work services to Madison Public Library's Hawthorne and Lakeview Branches
 - w/Shawn Brommer, assisted as back-up for the webinar: Wisconsin Braille and Talking Book Library: Services to Patrons and Libraries presentation
 - Inclusion Diversity Equity in Action (IDEA) Team – w/Jean Anderson and several other state library system consultant staff:
 - Continued to collect applications for public library staff to join the IDEA Team Planning team. As of 11/7/2023 there are 5 applications for 2 positions.
- **Workforce Development:**
 - Met with Sara Hendrickson (MCF) to discuss how to spend down an American Library Association grant using the DigitalLearn literacy resources
 - Presented at an all-day workshop in Hayward, WI to over 20 attendees: *Position Your Library to Provide Workforce Development Assistance to Your Community*. This workshop was presented

in collaboration with the Wisconsin Department of Public Instruction; Northwest WI Workforce Investment Board; WI Society for Human Resource Managers; and WisCargivers Careers. Special appearance from Dr. Darrell Williams Assistant State Superintendent

- Scheduled a planning meeting for a “Meet-n-Greet” in Spring 2024 with Workforce and Library System partners in north central Wisconsin (including: Adams, Wood, and Portage counties)
- Working on scheduling an initial planning meeting for the southwest Wisconsin (including: Green County)
- Compiled and shared out upcoming Job Seeker and Small Business Training Events

Rose

- SCLS annual visit with Goodman South Madison Library.
- Email & phone contacts: Troubleshooting file upload-and-link steps (Rock Springs), created website editing accounts (McFarland, Spring Green), shared file upload-and-link steps (WI Dells), blocked disused website editing account (Brodhead), followed up on calendar issue (Belleville), fixed table editing issue (Arpin), advised on Webform settings (Oregon) and blog options (Waunakee).
- Library websites:
 - Website theme/config changes: Monticello, McFarland, Mount Horeb, Lodi, Sun Prairie, Portage County, Adams County, Madison, Nekoosa.
 - Tested & implemented Drupal core & module updates.
 - Feature updates on all sites: updated permissions for Webform module on 26/49 sites.
- Drupal 10 upgrade: continued project planning and updating documentation.
 - Library websites: All library websites are upgraded to Drupal 10.
 - SCLS website migrations in progress: SCLS.info.
 - SCLS website migrations queued: LINKcat Help.
- LINKcat: configured file storage and DNS changes to maintain LINKcat appearance during server maintenance.
- Committees: posted Library Innovation Subcommittee minutes, reported on Library Innovation Subcommittee and updated charge at Administrative Council meeting.
- SCLS website: added construction photos to albums on website, set up BOT Nominating Committee page, generated report of web pages for which Marty is responsible, updated homepage slides, added contact forms for new board members.

Shawn

- Youth Services
 - Facilitated monthly check in meeting for youth services librarians
 - The Sept check in meeting was a joint meeting for SCLS YS librarians and for YS librarians in a library system in New York State. We definitely will plan joint meetings in the future
 - Facilitated monthly check in meeting for teen services librarians
 - Continuing to help library directors hire new YS librarians
 - Stepped in at last-minute and served as a presenter for a session of the annual Youth Programming workshop
 - Publicized and attended the annual Charlotte Zolotow lecture (Cooperative Children’s Book Center - UW Madison)
 - Updating SCLS youth services web sites
 - Connected SCLS youth services librarians to the 2024 online summer library program manuals and resources
 - Met with Mallards staff to begin planning for the 2024 summer incentive partnership

- Checking in with directors and YS staff to ensure that annual youth literacy grants from SCLS are spent by Nov 30.
- Inclusive Services:
 - With Mark Jochem
 - Continuing to work on the Social Work intern project
- Answering questions about intellectual freedom and potential materials challenges (on-going)
- With Mark Jochem and Tracie Miller, creating content for info sheet about System services
- Serving on in-house Art Team
- Strategic Planning:
 - Created draft Environmental Scan and 2-page Strategic Plan summary for Columbus Public Library
 - Discussed Strategic Plan needs with director and board member of Cambridge Public Library
 - Discussed Strategic Plan needs with director of Cross Plains Public Library
- Continuing Education/Professional Development
 - Hosted WI Talking Books and Braille Library webinar
 - Hosted CCBC Shorts webinar
 - Planned annual Youth and Teen/Tween in-person workshop
 - Publicized and attended publisher preview webinars
- Meetings/visits
 - Attended check in meeting with youth services consultants from all WI library systems
 - Attended library system directors meeting to learn about the Passport Program that other systems hosted this summer
 - Conducted annual library visit at the Pinney Branch Library of Madison Public Library
 - Attended bimonthly:
 - all staff meetings
 - Check in meeting with Jean Anderson
 - Attended monthly:
 - Consultant meeting
 - Continuing Ed team planning meeting

Tamara

- Local History Digitization Projects:
 - Responded to emails and provided guidance to library staff about digitization projects.
 - Working on uploading new materials to CONTENTdm for Angie W. Cox Public Library (Pardeeville), Reedsburg Public Library, and Poynette Area Public Library. The materials will be included with the December harvest to Recollection Wisconsin.
 - With Tim Drexler, updated the Recollection Wisconsin (RW) data dashboard. Items from SCLS member libraries' collections have had 1,610,029 views.
 - The Indus BookScanner was used to scan materials for the Poynette Area Public Library.
 - Visited Reedsburg Public Library for a digitization project meeting.
- Local History Archives Digital Preservation Project:
 - Bagged and uploaded newly digitized materials to the back-up archive S3 server.
- CE Planning Team:
 - Continued working on documentation and spreadsheets that will be used in planning and providing CE events.
- Professional Collection:

- Updated the future book order list. Added new requests to the list.
- Shelved newly acquired books and labeled new magazine holders.
- Other:
 - Met (virtually) with the WPLC Historical and Local Digital Collections committee.

Tim

- **Dane County Library Service data request** – This month, I completed initial work on a request from Tracy Herold of the Dane County Library Service. Tracy was interested in data describing the use of Dane County libraries, such as Verona Public Library and Middleton Public Library, by City of Madison residents. In particular, she wanted to look at circulation data broken down into categories representing items on hold picked up at the library versus non-hold (or “browsing”) circulations. Another data point of interest was the counts of Madison residents with home libraries set for locations outside of Madison. To fill this request, I created a series of spreadsheets showing data for Fitchburg, Middleton, Sun Prairie, and Verona libraries. I also drafted a data visualization using highlight tables and maps to indicate which regions of Madison had residents with the highest use of a given library.
- **Most requested items dashboard expansion** – After delivering a presentation at the SCLS ILS Users Summit on October 11th, I had inquiries from multiple libraries expressing interest in the “[Items Most Requested by MPL Patrons](#)” dashboard I had previously built at the request of the Madison Public Library Collections Team. Based on their interest, I’ve been developing a version of the same dashboard that will include data for all SCLS member libraries. The draft version of the expanded dashboard is complete and available to selected libraries for testing; I plan to make any necessary changes based on their feedback and post the finalized version in the coming weeks.
- October/November meetings:
 - Attended the monthly Madison Public Library Data Team meeting on 10/13.
 - Joined a virtual meeting of Wisconsin ILS Administrators to discuss the general process SCLS uses to extract and prepare ILS data for the DPI Annual Report, 10/17.
 - Attended the monthly WI Department of Public Instruction Library Services Data Workgroup meeting on 10/18.
 - Led the SCLS Scripting & Reports Team meeting, 10/18.
 - Went to the WLA Conference on 10/26 and attended two data-focused presentations by WI Department of Public Instruction staff.
 - On 11/2, met with DPI staff and system Directors from Nicolet Federated Library System, Manitowoc-Calumet Library System, and Outagamie-Waupaca Library System to discuss the potential creation of a shared data consultant position for their systems and Mid-Wisconsin Federated Library System.
 - Led the SCLS ILS Reports Team meeting on 11/3.
 - Attended the second in a series of WPLC Data Dashboard workgroup meetings on 11/6 to discuss the next steps for advancing a statewide library data dashboard project.

Tracie

- Meetings
 - Monday Morning Staff Meeting
 - CE Planning Meeting

- Check-in with Jean
- Madison Director Search Meeting (weekly)
- SCLS DataBase WorkGroup - Contacts
- Library Services Data Group Meeting
- Marketing Cohort
- Projects
 - Top 5 (weekly)
 - Online Update (x2)
 - Spring Green Visit - 1 yr New Director visit
 - SCLS Foundation Newsletter
 - SCLS Foundation Cornerstone Event
 - Collecting Stats for System Annual Report
 - Sent out Annual Report Updates to our member libraries
 - Sent New Director list to DPI
 - Updating Annual Report webinar slides
 - Preparing Annual Report check spreadsheet
 - Working on Annual Report instruction updates
 - Email reminders about Youth Lit Grant
- Training
 - Infosec
- Emails/Phone Calls
 - Delivery - WYO
 - Tax Exemption - Town of Albany
 - E-Commerce - RAN
 - Wage Comparison - RAN & BER
 - Board Composition - BRD & POY
 - Director Search - STP
 - Job Descriptions - CBR
 - Library Card Policy - COL
- Misc
 - Attended WLA
 - Approved Member of DAR