

December 2023 Report for Board and AC (November 8 - December 13, 2023)

Deb

- Continuing to work with Oregon. Currently working on art and signage. Move in furniture and shelving has begun. Onsite for issues and questions.
- 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 Amherst. Looking for chairs and tables for adult and children's areas. Reorganizing the layout of furniture for more seating and space.
- 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.
- Met with Baraboo to discuss signage and wayfinding.
- Working with Plain to get task chairs for staff and public computers.
- Working on graphic requests for other materials as needed (friend's newsletters, flyers, brochures, business cards).

Jean

- **Webinars/workshops hosted**
 - Co-hosted the Youth Programming Workshop with Tamara Ramski and Shawn Brommer
 - Recorded Notable Books Marathon
 - Co-hosted the New Director Check-in Meeting
 - Co-hosted CCBC Shorts webinar
 - Collaborated with the Southwest Wisconsin Library System to offer the WeCOPE program to member library staff
 - Hosted the WI Libraries Talk About Race: Understanding & Challenging Implicit Bias in Decision Making with Anne Phibbs
- **Meetings/Conferences hosted/attended**
 - Attended regular all staff meetings
 - Led the monthly Consultant Team meeting
 - Met with Kate Howe from OCLC along with other SCLS staff and Madison Catalogers and Interlibrary Loan staff
 - Led the CE Planning Team Meeting
 - Met with WiLS Coop staff, Brian Hahn, Kerri Hilbelink, and Tim Drexler to close out the 2023 Database renewal season
 - Attended the Library Innovation Subcommittee meeting
 - Attended a webinar from the Madison Area Chapter of the Association for Talent Development
- **Statewide EventsProjects**
 - Attended the Wisconsin Public Library Consortium (WPLC) Digital Archives Backup Steering Committee as the WPLC Board Liaison
 - Attended the monthly statewide Continuing Education Consultant meeting

- Completed set up for Wild Wisconsin Winter Web Conference - Management track
- **IDEA Project (LSTA 2023-24 Project)**
 - Met with IDEA Team project members for monthly update
 - Hosted the first Wisconsin Libraries Talk About Race webinar with Anne Phibbs presenting
 - Met with potential IDEA Team member
- **Director Support & Certification**
 - Consulted with directors about coordinated orders, Outerlibrary Loan, certification, iSchool courses, and more
 - Awarded WLA Scholarships to four member library staff
 - Processed final CE grants for 2023
 - Processed WLA Membership renewals for member library directors
 - Attended, cohosted, and presented at the November All Directors Meeting
 - Validated certification for three library directors and other staff
 - Awarded two scholarships for the Public Library Association Conference in Spring 2024
- **Coordinator duties**
 - Attended regular Coordinator meetings
 - Regular check-in meeting and Annual Review with Martha Van Pelt
 - Conducted Annual Reviews with Consultant Team members
 - Attended the Building Update meeting
- **Other Projects/work/meetings**
 - Completed the 2022-23 LSTA Report for Trustee Training Week, Wisconsin Libraries Talk About Race, and Professional Learning grants
 - Submitted budget information for 2023-24 LSTA grants
 - Consulted on Libby/OverDrive questions
 - With Kerri Hilbelink, started the set up and organization of LocalHop, the new calendar software for SCLS
 - Renewed Professional Collection subscriptions for 2024

Mark

General:

- Hosted Adult/Inclusive Services Check-in Meeting with member library staff
- Participated in the Wisconsin Library Association Board of Trustees Diversity, Equity, and Inclusion conversation along with Shauna Koszegi from Southwest Wisconsin Library System
- Assisted with the All-Director's meeting and makerkits open house
- Met with Jean Anderson for Annual Performance Review and goal setting
- Served as back-up host for "CCBC Shorts: A (Brief) Look at Books for Children & Teens"
- Served as back-up host for "Summer Library Programming & Early Literacy" presented by Shawn Brommer

Inclusive Services:

- Social Work Intern Cohort w/Shawn Brommer:
 - Provided follow-up resources to Jon, the Social Work Intern placed at Hawthorne and Lakeview branches of Madison Public Library

- Will serve as back-up host to UW Stevens Point's Jess Bowers' webinar, De-escalation and Recovery Webinar
- IDEA (Inclusion Diversity Equity in Action) Team w/ Jean Anderson:
 - Jean hosted the first webinar of this cycle presented by Anne Phibbs, PhD. "Understanding & Challenging Implicit Bias in Decision-Making"
 - The next webinar is scheduled for January 11th at 10, "Moving From Allyship to Leadership: Agency, Accountability, and Emotional Intelligence"
 - The IDEA Team added 4 new members – two to the IDEA Team (Tracy Herold from Dane County Library Service and Elkid Alvarez Maldonado from Racine Public Library); and two additional members to assist with planning an IDEA Team pre-conference ahead of the 2024 WLA Conference (Emily Whitmore from Spring Green and Emily Rogers from Brown County).
- Gathered data on people with disabilities living in Mazomanie for Brian Cole w/ assistance from Tim Drexler and Jason Beloungy of Access to Independence.
- Fixed broken links and updated resources on the Outreach and Inclusive Services webpage on the SCLS website

Workforce Development:

- Met with Kristie Hauer from Wisconsin Valley Library System and Lori Nieman from the Wisconsin Rapids Job Center to continue planning a north central library and workforce development meet-n-greet workshop next spring
- Scheduled to meet with Julie Enloe to discuss a meet-n-greet workshop for libraries in the south central workforce region
- Fixed broken links and updated resources on the Resources for Job Seekers webpage on the SCLS website
- Invited several member libraries to pilot a Microsoft Certification program funded by the Wisconsin Department of Public Instruction
- Attended the business services team meeting for the Workforce Development Board of South Central Wisconsin
- Compiled and shared out job seeker and small business events to members
- Presented Wisconsin libraries' workforce efforts w/ Chris Baker of the Department of Public Instruction to a national group of workforce development librarians

Rose

- Email & phone contacts: provided information about Domain Listings letter (Amherst, Oregon), shared tips for deleting past events (Arpin), updated domain name records (Monona), created website editing accounts (Spring Green, Black Earth), shared link documentation (Cambridge), suggested process for domain name transfer (McFarland).
- Library websites:
 - Website theme/config changes: Mount Horeb, McFarland, Monticello, Sun Prairie, Nekoosa, Black Earth, Deforest, Cross Plains
 - Tested & implemented Drupal core & module updates.
 - One-on-one training/Q&A: Amherst.
- Drupal 10 upgrade: continued project planning and updating documentation.
 - Library websites: Assisted with MPL site configuration.
 - SCLS website migrations in progress: SCLS.info.
 - SCLS website migrations queued: LINKcat Help.

- LINKcat: restored original DNS changes to maintain LINKcat appearance during server maintenance, confirmed various accessibility bugs still exist.
- Committees: attended Discovery Interface Subcommittee meeting, participated in All-Directors Meeting activities, drafted & sent Library Innovation Subcommittee agenda, led Library Innovation Subcommittee meeting.
- SCLS website: added/removed homepage slides, posted Delivery employment file, removed Delivery Network List entry, created Delivery Driver Employment Application webform & procedure for handling applications, switched all program equipment pages to members-only, posted new building photos.

Shawn

- Youth Services:
 - Answered many questions about accessing the online 2024 Summer Library Program manual
 - Hosted the December check-in meeting for youth services librarians - this was a joint meeting with colleagues from the Upper Hudson Library System in NYS
 - Hosted the December check-in meeting for teen services librarians
 - Sat in on teen services librarian interviews at the Oregon Public Library
 - Updated youth services web sites
- Inclusive Services:
 - Talked with 2 library staff members about library behavior policies and ways to interpret/implement them
 - With Mark Jochem
 - Continuing to work on the Social Work Interns in Public Libraries project
- Intellectual Freedom
 - Talked to library staff at 4 libraries about collection development and Intellectual Freedom issues
 - Asked to run for the Board of Directors for the Intellectual Freedom Roundtable, a division of the American Library Association
- Community Engagement and Collaborations:
 - Met with Mary Fellows, the Youth and Family Services Consultant at the Upper Hudson Library System in NYS, to discuss 2024 joint virtual meeting dates and discussion topics.
- Strategic Planning
 - Finished draft of Strategic Plan for the Columbus Public Library
 - Talked to directors at 3 libraries about upcoming strategic plan needs
- Continuing Education (CE)
 - Created and presented the annual Early Literacy & Summer Library program webinar
 - Prepared for the final webinar of the year, De-Escalation and Recovery, to be presented by Jess Bowers, UW-Stevens Point, on Dec. 14th.
 - Met with CE planning team
 - Began identifying potential CE presenters for 2024 programs
- Meetings/Other
 - Annual review with Jean Anderson
 - Bi-monthly all-staff meetings
 - Monthly consultant meeting

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), Reedsburg Public Library, Poynette Area Public Library, and Verona Public Library. The materials are being 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 1,632,528 views.
 - There are a total of 8,096 records (made up of 89,406 files/pages) from SCLS member libraries in Recollection Wisconsin.
 - From December 2022 to December 2023, SCLS member libraries digitized and created metadata for 980 items (made up of 12,024 files/pages).
 - Showed directors who attended the November All Director's meeting in-person in the Digitization/Recording room and talked about digitization services and kits available for projects.
 - Met virtually with Sue Ann Kucher and Janet Gasser from Reedsburg Public Library to discuss their digitization project. Updated the interactive map and collection information on Reedsburg's Recollection Wisconsin landing pages.
 - Updated the Local History Digitization pages on the SCLS website.
 - Provided Mt. Horeb Public Library with a set of external hard drives and helped them migrate previously digitized materials to the hard drives for back-up purposes.
 - Met with Tim Drexler, Kayla Linke, and Amy Gannaway to talk about a project linking materials in Recollection Wisconsin (from CONTENTdm) to LINKcat.
 - Prepared for a meeting at Belleville Public Library to discuss a group of volunteers starting a digitization project for the library.
- Local History Archives Digital Preservation Project:
 - Bagged and uploaded newly digitized materials to the back-up archive S3 server.
 - Will be joining the WPLC Digital Archives Backup project workgroup.
- CE Planning Team:
 - Continued working on documentation and spreadsheets that will be used in planning and providing CE events.
 - Created planning templates for 2024 events.
- Other:
 - Provided back-up support at the November Youth & Teen Programming Workshop at Olbrich Gardens.
 - Met with Nicholas Studnicka for Plain-Kraemer Library's annual SCLS visit.
 - Attended (virtually) the November Sauk County Library Board meeting.
 - Created the December SCLS Report for County Library Board and Directors' meetings.
 - Took notes for the December Library Innovation Subcommittee meeting.
 - Took notes for the December Consultant Team meeting.

- **Sun Prairie Library Management Team** – At the request of Library Director Svetha Hetzler, I met with the Management Team of the Sun Prairie Public Library on November 8th. I provided the Team with an overview of the data dashboards SCLS currently has available on our website and Tableau Public profile pages. We discussed potential Sun Prairie-specific projects, including mapping patron density within public school enrollment boundaries. We also talked about how demographic data from the US Census might be able to help focus efforts for an upcoming capital fundraising campaign.
- **Monona Public Library data dashboard** – One of my primary projects in November was developing a data dashboard for the Monona Public Library based on the model of a dashboard I had previously created for Middleton Public Library. The purpose of both dashboards is to break down library usage statistics by geographic units within the larger municipality. In the case of the City of Monona, I used the ten voting wards as the comparison units. Since there was no pre-existing data field to match Monona residents to specific wards, presenting data at this level of granularity required extra data collection and cleaning steps that involved geocoding patron addresses and aggregating the associated statistics by ward.
- **2023 DPI Annual Report** – Preparations for gathering and submitting 2023 DPI Annual Report pre-fill data continue. For the upcoming report, I completed modifications to the ILS data collection script, which will count items owned and circulation counts for “other” materials at SCLS libraries. These include items that don’t belong in the other DPI collection categories, such as art prints, toys, video games, and seeds.
- **WPLC Data Dashboard Workgroup** – On November 20th, I presented a demonstration of Tableau data visualization software to the WPLC Data Dashboard Workgroup. This presentation was the first of four demonstrations exploring various data dashboard products for potential use in developing a statewide data dashboard for public libraries. Along with Google’s Looker Studio software, the workgroup selected Tableau as a finalist for building a pilot project dashboard.
- **November/December meetings:**
 - Met with the Sun Prairie management team on 11/8 (see above).
 - On 11/9, I had a short phone meeting with Tracy Herold, Dane County Library Service Director, to discuss the details of a previously submitted data request.
 - Stood in for Tracie Miller at the weekly state/system directors meeting on 11/14 to take notes on discussion items related to the DPI Annual Report.
 - Attended the monthly WI Department of Public Instruction Library Services Data Workgroup meeting on 11/15.
 - WPLC Data Dashboard workgroup meetings:
 - Delivered a Tableau presentation (see above) and viewed a product demonstration for LibInsights (Kenosha County Library System), 11/20.
 - Viewed dashboard demonstrations of Looker Studio (WiLS) and Power BI (Bridges Library System), 11/28.
 - Attended a follow-up meeting on 12/5 to review dashboard software evaluation scoring and discuss the next steps for a potential pilot project.
 - Led the SCLS Scripting & Reports Team meeting, 12/12.
 - Attended the SCLS Library Innovation Subcommittee meeting on 12/12.

Tracie

- Meetings
 - Madison Director Search Meeting (bi-weekly)
 - Columbia County Library Board & Directors Meeting
 - CE Planning Team Meeting
 - New Director Check-In Meeting
 - Meeting with Melissa (DPI) Annual Report 2024
 - Portage County Library Board Meeting
 - Monday Staff Meeting
 - Consultant Team Meeting
 - Check-In Meeting with Jean
 - Library Innovation Sub-committee Meeting
 - Met with Will about Technology Annual Report pre-fill section
- Projects
 - Online Update (x2)
 - Top 5 (weekly)
 - Annual Report Pre-Fill check
 - Upcoming CE training email blast
 - Annual Report New Director Username/Passwords
 - Annual Report Instruction Review
 - Review broken links on SCLS website and fixed
 - Sent out reminder emails about surveys, money spent, and grant request for Annual Reports
 - Reviewed ILS Annual Report Instructions
- Training
 - Infosec Training
 - Super Searchers for Library Workers
- Emails/Phone
 - MNT - Local Holds Question, passed to Heidi O
 - BRD -Checked on Director search
 - MNT - Claims Returned Patron Question, passed to Heidi O
 - CSP - Library Board question about school rep.
 - RAN - Budget Question
 - PAR - Annual Report Questions
 - PDS - Fund Balance Question
 - MNT - Computer Use Collection
 - BAR - Policy Question