

January 2024 Report for Board and AC (December 14- January 10, 2024)

Deb

- Continuing to work with Oregon. Currently working on art and signage. Taking care of final steps
- Working with Pinney to look for flooring, protective wall covering. I am working on getting ideas for computer café seating for the front windows.
- Waiting to see if Amherst wants to proceed with furniture orders
- Working with Pardeeville to finalize furniture orders.
- 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). Beginning to work on updating directory info and SLP materials.

Jean

- **Webinars/workshops hosted**
 - De-escalation and Recovery with Jess Bowers, hosted by Shawn Brommer and Mark Jochem
- **Meetings/Conferences hosted/attended**
 - Attended the Administrative Council meeting
 - Attended the Building Update meeting
 - Participated in the System Director Interview process
- **Upcoming Webinars/CEs**
 - WI Libraries Talk About Race: Moving from Allyship to Leadership, January 11
 - Annual Report Webinar, January 12
 - Wild Wisconsin Winter Web Conference, January 24 - 25
 - CCBC Shorts, January 31
- **Statewide Events/Projects**
 - Scheduled and conducting Sound Checks with Management track speakers for Wild Wisconsin Winter Web Conference
- **IDEA Project**
 - Regular meeting with IDEA team
 - Met with Leah Langby, IFLS Library System, and Emily Rogers, Brown County Library, to begin planning in-person workshops
- **Director Support & Certification**
 - Validated annual Summations for directors
 - Processed WLA memberships for directors
 - Scheduled orientation with Stuart Bisbee, new director at Brodhead
- **Coordinator duties**
 - Held regular meetings with Consultant Team members
 - Attended regular meetings with Martha Van Pelt
 - Attended regular Coordinator meetings
- **Other Projects/work/meetings**
 - Out of the office: December 22 - January 4
 - Completed the transition from Demco to LocalHop for our calendar and event registration software

- Attempted to learn the BrightSign software for our display signs
- Ordered professional collection materials from the American Library Association
- Answered questions about accessing the Ryan Dowd online training
- Worked on updating my sections of the SCLS website in preparation for the migration to Drupal 10
- Answered questions about accessing Libby and OverDrive

Mark

- General:
 - Attended Library Innovation Subcommittee Meeting
 - Selected as the 2024 WLA Conference Chair
 - Recruited for the 2024 WLA Conference Committee and began planning process with staff from the Wisconsin Library Association
 - Met with Chris Baker from the Department of Public Instruction to discuss possible library participation in “All of Us” - health survey and community event program.
 - Vacation from December 26 - January 5th
 - Attended Staff Presentations from SCLS Director candidates
 - Attended first meeting for the Employee Engagement workgroup. Started planning for SCLS Ribbon Cutting Ceremony (February 22, 2024)
- Inclusive Services:
 - Served as backup host for “Deescalation and Recovery” Webinar by Jess Bowers from UW-Stevens Point
 - IDEA Team:
 - Met with the IDEA Team and newest members - Emily Whitmore (Spring Green) and Emily Rogers (Brown County Public Library)
 - Meeting with additional IDEA Team new members - Tracy Herold (Dane County Library Service) and Elkid Alvarez Maldonado (Racine Public Library)
 - Social Work Intern Cohort:
 - Scheduled next meeting for the cohort - January 25th
- Workforce Development:
 - Hosted two planning sessions for a series of Northcentral Workforce Development/Library Staff meet-n-greets for Adams, Wood, and Portage. These meet-n-greets will happen later this spring.
 - Met with Julie Enloe from the Workforce Development Board of South Central Wisconsin to discuss meet-n-greet sessions for the South Central region (Dane, Columbia, and Sauk counties)
 - Collected and sent out to member libraries Job Seeker and Small Business Training Events for January 2024

Rose

- Out of office 1 week.
- Email & phone contacts: troubleshooting link formatting (WI Rapids), account assistance & suggested documentation (Spring Green), created website editing accounts (Sun Prairie), troubleshooting image link issue (Oregon), suggested options for homepage slideshow (Nekoosa), provided info about Google Analytics (Stoughton), requested domain name renewal orders.
- Library websites:
 - Website theme/config changes: Amherst, Sun Prairie, WI Rapids, Rock Springs, Oregon.
 - Tested & implemented Drupal core & module updates.
- Drupal 10 upgrade: continued project planning and updating documentation.
 - SCLS website migrations completed: LINKcat Help.

- SCLS website migrations in progress: SCLS.info.
- LINKcat: initial Discovery Layer JavaScript tweaks to auto-format birth dates.
- Committees: added new members to member list on website & listserv, posted Library Innovation Subcommittee minutes, reported on Library Innovation Subcommittee and updated charge at Administrative Council meeting.
- SCLS website: styled calendar snippets for integration with website, added contact forms for new board members, added/removed homepage slides.

Shawn

- Youth Services
 - Assisted 1 library with youth librarian interviews
 - Offered services to 1 library that is searching for a new youth services librarian
 - Helped member library staff access the 2024 Summer Library Program online resources
 - Updated youth services web sites
 - Discussed summer library program purpose with 2 newer library directors
- Continuing Education (CE)
 - Hosted the final webinar of the year, De-Escalation and Recovery, by Jess Bowers, UW-Stevens Point, on Dec. 14th.
 - Met with CE planning team
 - Began identifying potential CE presenters for 2024 programs
- Strategic Planning
 - Put final touches on the Columbus Public Library's Strategic Plan (draft)
 - Met with director of the Rosemary Garfoot Public Library to determine strategic plan needs
- Inclusive services
 - With Mark Jochem:
 - Set future meeting dates for the social work intern cohort
 - Shared post-program resources developed by Jess Bowers for the 12/14/23 De-Escalation and Recovery workshop
- Meetings/other
 - End-of-year vacation in late December
 - Participated in SCLS Director interviews: I asked 2 questions of each candidate during the staff meet & greet portion of the interviews
 - Created posts for the SCLS Facebook page (with Mark Jochem)
 - Worked with Jeff Grant-Turke, Delivery Staff, to:
 - connect member library staff with program kit resources before the Delivery Dept. move to Pankratz St.
 - Create 2024 rotation schedule of summer library program resource materials to member libraries

Tamara

- Local History Digitization Projects:
 - Responded to emails and provided guidance to library staff about digitization projects.
 - Received new materials to upload to CONTENTdm for Angie W. Cox Public Library (Pardeeville), Reedsburg Public Library, and Rock Springs Public Library.
 - With Tim Drexler, updated the Recollection Wisconsin (RW) data dashboard. Items from SCLS member libraries' collections have had 1,653,216 views.

- Met with library staff and volunteers at the Belleville Public Library to discuss them starting a digitization project. Sent a scanning kit to the library for use on their project.
- Coordinating having a RW/CONTENTdm collection set-up for the Monticello Public Library with RW administrators.
- Local History Archives Digital Preservation Project:
 - Bagged and uploaded newly digitized materials to the back-up archive S3 server.
 - Met with Kristen Whitson (WiLS) and Scott Prater (UW-Madison Digital Library Architect) to discuss plans for getting other library systems trained on using the back-up archive.
- CE Planning Team:
 - Reviewed Local Hop documentation.
- Professional Collection:
 - Jean Anderson ordered new books for the collection. Prepared the books for Kayla Linke to add to LINKCat.
- Other:
 - Attended presentations and meet and greets with the new director candidates.
 - Met with the WPLC Local & Historical Digital Collections committee.
 - Helped with the Delivery move at Pankratz.

Tim

- **2023 DPI Annual Report** – With Tracie Miller, I’ve been working extensively on collecting, reformatting, and cleaning data for the 2023 DPI Annual Report. We pre-fill several data fields on behalf of SCLS member libraries, including ILS data, online resource use counts, and e-materials holdings. Tracie and I have been able to automate many of the collection and data processing procedures to increase our overall efficiency and reduce the time required to generate our pre-fill figures.
- **Year-end circulation lists** – I had requests from multiple members for lists of the most popular titles at their libraries based on 2023 circulation data. I produced reports for Portage County Public Library, E. D. Locke Public Library in McFarland, and Middleton Public Library. Given the demand for this type of report, I’ve started investigating whether I can produce a standardized data dashboard or spreadsheet to display similar information for every SCLS member library that I could update annually.
- **Most requested items dashboard expansion** – This month, I completed development on the expanded version of the “[Items Most Requested by MPL Patrons](#)” dashboard that includes all SCLS libraries. I received actionable feedback from several librarians involved with collection development who had agreed to act as testers for my draft version of the dashboard. I’ve incorporated their suggestions and feature requests, and the finalized dashboard is now available to all libraries on the SCLS website and Tableau Public profile page.

Tracie

- Meetings
 - Madison Director Search Meeting (bi-weekly)
- Projects
 - Online Update (x2)
 - Top 5 (weekly)
 - Annual Report Pre-Fill checks

- Prepping Annual Report pre-fill spreadsheet
- Upcoming CE training email blast
- Annual Report Instruction Review
- Final reviewed ILS Annual Report Instructions
- Reviewed Madison Applicants for the second round.
- Advertising for Belleville Director opening
- County Reimbursement information for DPI
- Updates to Foundation Webpage
- Training
 - Infosec Training
 - De-escalation and Recovery
 - Transient Population : Homelessness
- Emails/Phone
 - CBR - Hiring Questions
 - MTH - Service Animals
 - RIO - Budget
 - RAN - Program Data
 - CIA - Libby and Hoopla
 - BER - Estate Planning
 - ORE - Door Count
 - BER & PAR - Annual Report Webinar Questions
 - MAD & MTH - Annual Report Timeline
 - Cottage Grove - Questions involving their attempt to establish a library