

February 2024 Report for Board and AC (January 11 - February 14, 2024)

Deb

- Met with Cross Plains to discuss reorganizing the shelving and Seating areas. Need to reupholster some items, look into flooring and downsizing/reconfiguring the circulation desk. Also need blinds for the staff workroom.
- Meeting with Monroe Street Branch to confirm paint selections so they can go out for bid.
- Met with Portage Co. Library (Stevens Point) to go through the library to see if there were any ways to make their space easier to monitor and safer for staff and patrons. I am suggesting furniture and shelving relocation to avoid places to gather and hidden from sightlines to minimize volatile situations.
- Continuing to work with Oregon punch list.
- Met with the Library Building and Spaces Group (statewide programming)
 - Discussing presentations/workshops. Working on web resource lists
- Met with Sun Prairie Design Team to discuss wayfinding and donor signage. Attending some of their Building Committee meetings.
- Placed an order for computer tables, seating, and individual tables for Pinney.
- Waiting to see if Amherst wants to proceed with furniture orders
- Cleaning up my web pages on the SCLS site and cleaning up files on my laptop
- Working on graphic requests for other materials as needed (friend's newsletters, flyers, brochures, business cards). Creating signage/flyers for the Ribbon Cutting & Retirement party. Working on updating directory info and SLP materials. Updated the Caldecott/Newbery Bookmarks and Legislative Day handouts.

Jean

- **Webinars/workshops hosted**
 - Hosted the IDEA Team webinar, Moving from Allyship to Leadership: Agency, Accountability, and Emotional Intelligence
 - Hosted the Annual Report webinar
- **Meetings/Conferences hosted/attended**
 - Attended the monthly statewide Continuing Education (CE) Consultants meeting
 - Met with CE Consultants to discuss LSTA funding request for 2024-2025
 - Hosted the monthly State Agency Librarians meeting
 - Attended the monthly Administrative Council meeting
 - Attended the bi-monthly All Staff Meeting
 - Attended a webinar hosted by the Association for Talent Development - Madison Area Chapter
- **Statewide Events/Projects**
 - Met with Leah Langby, IFLS Library System, and Jamie Matczak, Wisconsin Valley Library Service, to finalize logistics for the Wild Wisconsin Winter Web Conference (WWWWC)
 - Conducted sound checks for upcoming webinars
 - Hosted three webinars for the WWWWC Management Track:
 - But We've Always Done it This Way! Leading Staff Through Change to Elevate Your Services
 - Board Support For Success
 - Give All Your Power Away: Keys to an Organizational Remodel
 - Co-host for 5 WWWWC webinars

- **IDEA Project**
 - Met with Leah Langby, IFLS Library System, and Emily Rogers, Brown County Public Library, to work on in-person workshops for the IDEA team
 - Met with IDEA Team for monthly meeting
 - Met with Leah Langby and Emily Rogers and potential speaker for IDEA Team workshop
- **Director Support & Certification**
 - Met with Stuart Bisbee, new director at Brodhead, for the New Director Orientation
 - Met with Tana Elias from Madison to review certification renewal requirements
 - Processed CE Grants for 4 library staff
 - Processed WLA Memberships for library directors
 - Validated Certification Summations for 10 directors and library staff
- **Coordinator duties**
 - Attended the Wood County Library Board meeting via Zoom
 - Met with Consultant Team members for regular check in meetings
 - Led the monthly Consultant Team Meeting
 - Led the monthly Continuing Education Planning Team meeting
 - Met with Martha Van Pelt for regular check in meetings
- **Other Projects/work/meetings**
 - Met with Emily Whitmore about Individual Advantage Accounts for OverDrive
 - Attended Library Legislative Day and met with staff from Senator Agard's office, Representative Baldeh's office, and Representative Shankland's office.
 - Finished LocalHop documentation
 - Ordered catering for Ribbon Cutting event on February 22
 - Worked with Consultant Team to update the Fact Sheet Handouts for Library Legislative Day
 - Answered OverDrive/Libby questions from member library staff
 - Website cleanup
 - System Annual Report - Consultant Team portions
 - Out of office - January 29 - 31

Mark

General:

- On vacation from January 2 – 5
- Met with the 2024 Wisconsin Library Association Committee for the first time as Conference Chair
- Met with the SCLS Staff Engagement Committee to plan the SCLS Building Ribbon Cutting / Marty's Retirement Party
- Served as back-up host for the January CCBC Shorts webinar
- Attended the Wild Wisconsin Winter Webinar Conference. Attended great marketing and management topics including: intellectual freedom and library neutrality; creating supportive boards; and organizational restructuring
- Attended the Wisconsin Library Association's Library Legislative Day at the state capitol. Met with staff from the offices of: Senator Agard, Senator Roys, Representative Baldeh, and informally with Representative Hong.
- Attended the Green County Library Director's monthly meeting

Inclusive Services:

- Attended State and System Inclusive Services Check-in Meeting

- w/Shawn Brommer: Contributed to the Inclusive Services sections of the Annual Library System Report
- Social Work Intern Cohort: held cohort meeting, but will need to reschedule due to attendance
 - Developing explainer documents to introduce modern library services to Social Work students
 - Planning a presentation to provide prospective social work interns with information about the need for social work skills and current public library practices
- Wisconsin Library Talk about Race (IDEA Team project) w/Jean Anderson, Emily Whitmore (Spring Green) and staff from several library systems.
 - Scheduled a webinar featuring Fobazi Ettarh, Identity, Burnout, and Vocational Awe on February 29th.
 - Started planning for a BIPOC-Centered one-day conference/continuing education event

Workforce Development:

- Attended workforce development webinar: CareerOneStop Tools for Youth
- Curated and shared out upcoming Job Seeker and Small Business Events to member libraries and through the SCLS Facebook page
- Attended the statewide Library Workforce Connection monthly meeting to share workforce development activities and ideas
- Continued planning process for meet-n-greet sessions between member libraries in Wood, Portage, and Adams counties and the North Central Wisconsin Workforce Development Board and job center
- Beginning planning process for two regional workshops in partnership with the Wisconsin Department of Public Instruction – one in the northeastern part of the state and another in the southwestern part.

Rose

- Email & phone contacts: shared steps for creating links (Cambria), troubleshooting image link issue (Verona), created/updated website editing accounts (Brodhead, Reedsburg), provided info about security update (Portage), troubleshooting unexpected table/image display (Reedsburg), discussed DMARC/SPF/CNAME records related to Constant Contact/MailChimp/FormAssembly (Mount Horeb, WI Rapids, Madison, Belleville), scls-drupal email list member maintenance (Monticello), looked at LibraryThing widgets (Mount Horeb), shared tips for block content edits (Cambridge), troubleshooting heading styling issue (McFarland), shared info about LINKcat title lists for website (Mount Horeb).
- Library websites:
 - Website theme/config changes: WI Rapids, Mount Horeb, Sun Prairie.
 - Tested & implemented Drupal core & module updates.
 - Renewed domain names.
 - Project planning for migrating website to SCLS hosting (Monona)
- Drupal 10 upgrade: continued project planning and updating documentation.
 - SCLS website migrations in progress: SCLS.info.
- LINKcat: troubleshooting “Not renewable” labeling issue with Firefox, assisted with getting new SSL certificates installed.
- Committees: drafted & sent Library Innovation Subcommittee agenda, attended Discovery Interface Subcommittee meeting.
- SCLS website: added contact form for new board member, added/removed homepage slides, updated Delivery web pages & helped with identifying related pages needing updates, FormAssembly form maintenance, updated Locally Subscribed Resources page.

Shawn

- I attended the American Library Association conference in Baltimore, Jan 18 - 22
- I participated in the staff portions of the SCLS Director Interviews
- Youth Services
 - With Heidi Moe, reaching out to Summer Library Program incentive providers
 - With Deb Haeffner, creating graphics offerings for the Summer Library Program
 - Answered questions about storytime purpose, programming, and planning
 - Identified alternative record-keeping applications for the state-purchased app, Beanstack, when the DPI announced that the contract would come to a sudden end in April (Beanstack then extended the contract end to April 2025.)
 - Answered questions about Summer Library Program planning
 - Planning 2023 youth services meetings and continuing education
 - Publicized American Library Association youth media award and honor winning titles
 - Connecting member library staff to SCLS-owned program kits
 - Updating SCLS Youth Services web pages
- Community Engagement & Strategic Planning
 - Finished final draft of plan for Columbus Public Library
 - 2024 Strategic Plan support planning began for:
 - Black Earth
 - Cross Plains
 - Mazomanie
 - Created library service surveys for:
 - Cross Plains
 - Mazomanie
 - With Mark Jochem, created SCLS Facebook posts
- Inclusive Services
 - Answered questions about public libraries and photography rights
 - Reached out to library staff after a public disturbance occurred during open hours
 - Discussed restroom privacy and gender identification
 - With Mark Jochem
 - Continuing to work on the Social Work Intern project
 - Planning 2024 webinars, workshops, meetings
 - Completed Inclusive Services sections for the 2024 System Annual Report
- Collection Development
 - Identifying resources to help libraries evaluate their collections for diversity, equity, and inclusion
 - Answered questions about weeding collections
 - Publicized publisher preview webinars
 - Shared review copies of materials with youth services staff
- Meetings, webinars
 - Attended 2024 WLA Conference Planning committee meeting (I'm serving as Book Signing coordinator)
 - Attended check in meetings with Jean Anderson

- Attended Dane County Directors meeting
- Hosted CCBC Shorts webinar

Tamara

- Local History Digitization Projects:
 - Responded to emails and provided guidance to library staff about digitization projects.
 - Uploaded new materials to upload to CONTENTdm for Angie W. Cox Public Library (Pardeeville) and Reedsburg Public Library.
 - With Tim Drexler, updated the Recollection Wisconsin (RW) data dashboard. Items from SCLS member libraries' collections have had 1,688,487 views. January had 35,271 views.
 - Met with a volunteer from Monticello Public Library to provide training on creating metadata.
 - Met with Janet from Reedsburg Public Library to discuss their digitization project.
- Local History Archives Digital Preservation Project:
 - 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.
 - Attended (remotely) the National Digital Steward Alliance Virtual Digital Preservation Conference.
- CE Planning Team:
 - Met with the team.
- Other:
 - Met with the Recollection Wisconsin Steering Committee.
 - Joined the newly formed Recollection Wisconsin Inclusive Metadata Working Group.

Tim

- **Online Resource Usage dashboard rollovers** – The start of a new year necessitates the completion of a list of annual dashboard update tasks. The list includes changes to three dashboards tracking database usage: locally subscribed databases, Overdrive statistics, and databases provided by Badgerlink. Each dashboard tracks monthly usage over the most recent three-year period, so I've been removing 2021 data and adding data from the start of 2024.
- **Monthly library data summary project** – In February, I started working on a new project to create dashboards that use library-provided data as their data source. These dashboards would complement existing dashboards that rely on data sources SCLS typically has access to, such as ILS data. Along with volunteers Leah Fritsche, Director of the Deerfield Public Library, and Laura Fuller, Branch Librarian at the Portage County Public Library, I have started exploring the logistics of how libraries can supply internal data to SCLS every month and in a format appropriate for data visualization in Tableau. Assuming the pilot project is successful, my goal is to (eventually) expand the project scope and make this type of dashboard available to any interested SCLS library.
- January/February meetings:
 - Attended the WPLC Data Dashboard workgroup meeting on 1/12. This meeting was the last in a series related to the initial phase of this project, and we finalized a recommendation to the WPLC Technology Collaboration Steering Committee for proceeding with a pilot dashboard.
 - Led the SCLS Scripting & Reports Team meeting, 1/16.
 - Attended the monthly WI Department of Public Instruction Library Services Data Workgroup meeting on 1/17.

- Attended the Sauk County Library Board/Library Directors meeting on 1/23. During the meeting, I gave a short presentation with an overview of some of the existing data dashboards SCLS makes available to libraries. I also presented a new dashboard I developed specifically for Sauk County libraries related to annual circulation and funding for adjacent counties.
- Led the SCLS ILS Reports Team meeting on 1/24.

Tracie

- Meetings
 - Madison Director Search Meeting (bi-weekly)
 - MMM Staff Meeting
 - Columbia County Library Board Meeting
 - Columbia County Director Meeting
 - Consultant Team Meeting
 - CE Planning Team Meeting
 - SCLS Foundation Meeting
 - Portage County Board Meeting
 - Check-in Meeting with Jean
 - Library Services Data Workgroup
- Projects
 - Online Update (x2)
 - Top 5 (weekly)
 - SCLS Foundation Newsletter
 - Annual Report Webinar Presentation
 - Review of Annual Reports
 - Upcoming CE training email blast
 - Advertising for Sauk City Director opening
 - County Clerk Information Updates
 - Website Clean-up
- Training
 - Infosec Training
 - WWWC: How To Be Heard
- Emails/Phone
 - SKC - Hiring Questions
 - RIO - Budget
 - RAN - Chapter 43 Questions
 - Annual Report Questions From Multiple Libraries
 - VER - Police and Video
 - SUN - Camera Placement and Filming
- Misc
 - Assisted with Delivery Move
 - Assisted with sorting at Delivery