

## March 2024 Report for Board and AC (February 8 - March 13, 2024)

### Deb

- Met with Lakeview to discuss flooring options for the meeting/programming room. Looking for tables for programming and end table options. Got some flooring samples for them to consider.
- Met with Cross Plains to discuss reorganizing the shelving and Seating areas. Working on getting quotes for reupholstering and blinds. Need to talk to someone about reconfiguring the circulation desk.
- Met with Poynette. Talked about reworking some of the spaces. Getting quotes for tables and chairs for teens and childrens.
- Got a quote for some shelving parts for DeForest and coordinated shelving install at Rome.
- Meeting with Monroe Street Branch to confirm paint selections so they can go out for bid. Created a paint plan. Will be getting quotes for a sofa for the basement.
- 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
- Have been attending some of the Sun Prairie Library Building Committee meetings.
- Working with Pardeeville to finalize furniture orders.
- Attended some of the Sun Prairie Building Committee meetings
- Working on creating a 100<sup>th</sup> Anniversary logo for Pardeeville.
- Cleaning up my web pages on the SCLS site and cleaning up files on my laptop
- Working on graphic requests for materials as needed (friend's newsletters, flyers, brochures, business cards). Working on updating directory info—sent those out to be printed. Worked on Columbus Strategic Plan layout. Updating SLP incentives and collecting activity sheets/bookmark requests.

### Jean

- **Webinars/workshops hosted**
  - Prepared for and started the OverDrive Support Course for 20 students
  - Identity, Burnout, and Vocational Awe with Fobazi Ettarh
- **Meetings/Conferences hosted/attended**
  - Led Consultant Team monthly meeting
  - Attended regular all staff meetings
  - Attended monthly Administrative Council meetings
  - Attended the Library Innovation Subcommittee meeting
  - Hosted the monthly State Agency Librarians meeting
  - Met with the Continuing Education (CE) Planning Team
- **Upcoming Webinars/CEs**
  - CCBC Great New Books for Children & Teens workshop, March 14
  - Great New Books for Children, Birth - Grade 5, March 20
  - New Director Mentoring Check-in Meeting, March 28
- **Statewide EventsProjects**
  - Attended the Wisconsin Public Library Consortium (WPLC) Board meeting as the SCLS representative
  - Attended the monthly System Consultant CE meeting

- Attended the WPLC Digital Archives Backup Workgroup meeting as the liaison to the WPLC Board
- **IDEA Project**
  - Met with IDEA Team for monthly meetings
  - Worked with Leah Langby, IFLS Library System, and Emily Rogers, Brown County Library, to plan two in-person workshops
  - Met with Leah Langby, Emily Rogers, and Alonzo Kelly, to plan two in-person workshops
  - Co-hosted webinar, Identity, Burnout, and Vocational Awe, with Fobazi Ettarh
- **Director Support & Certification**
  - Answered certification questions from directors
  - Processed CE Grants and Scholarships for 5 libraries
  - Opened WAPL Scholarship application
  - Worked with Directors on certification renewal process
  - Processed Wisconsin Library Association (WLA) memberships for directors
  - Scheduled New Director Orientation visit with Andrea Schmitz at Belleville
- **Coordinator duties**
  - Attended regular Coordinator meetings
  - Met with Consultant Team for regular check in meetings
  - Met with System Director for regular check ins
  - Started work on the 2025 Consultant Team budget
- **Other Projects/work/meetings**
  - Worked with AV team to test equipment in meeting rooms
  - Attended training on BrightSign (lobby and delivery display signs) with Fearings
  - Met with Marc Gartler, Vicki Teal Lovely, and Mark Jochem
  - Attended and helped with the Ribbon Cutting and Retirement event
  - Met with representatives from Ebsco/NoveList to learn about new products
  - Met with Amy Sampson at Waunakee to learn more about Brightsign software
  - Attended a webinar called Building Healthy Work Culture: Nurturing Social Health for Personal and Professional Growth
  - Attended the United for Libraries webinar: Media & Crisis Communication for Trustees & Friends
  - Answered questions about Interlibrary Loan (ILL) Subcommittee
  - Scheduled Database Debrief with WILS and SCLS Staff
  - Connected with CharityEZ to discuss access for SCLS member libraries. This replaces the *Foundations in Wisconsin* that has ceased publication.

## Mark

- **General:**
  - Attended the Library Innovation Subcommittee meeting
  - Assisted with the Ribbon Cutting/Marty's Retirement Celebration on February 22<sup>nd</sup>
  - Compiled the March SCLS Report for the county library meetings that Consultant Team staff attend
  - Attended the Green County Library Board Meeting
  - Attended the continuing education workgroup monthly meeting

- Continued work as chair of the 2024 Wisconsin Library Association planning committee
  - Led the February Meeting
  - Worked with specific committee members to build the framework for a DEI statement to compliment the theme: All In: Include and Innovate
- W/Shawn Brommer, hosted Sun Prairie Public Library Staff for a tour of SCLS Administration and Delivery
- **Inclusive Services:**
  - Social Work Intern Cohort:
    - Meeting with Jon, Social Work Intern at Hawthorne and Lakeview Libraries to discuss needs assessment work
    - W/Shawn planning to develop information sheets to help explain modern library service to prospective social work interns
  - IDEA Team: Wisconsin Public Libraries Talk about Race
    - Met with the IDEA Team to discuss continuing education planning and ideas
    - Started researching the 'Unconference' model as a format for a BIPOC (Black Indigenous and People of Color) Library Staff – Centered gathering in 2024 or 2025
- **Workforce Development:**
  - Attended the LibsWork monthly meeting – a national group of library staff that work in workforce development and adult learning roles
  - Attended the statewide Library Workforce Connection monthly meeting to share workforce development activities and ideas
  - Attended the webinar: Vehicles for Change, hosted by the National Association of Workforce Development Professionals
  - Met with Julie Enloe (WorkSmart Network) and Laurie Freund (Bridges Library System) for a quarterly meeting
    - Planning meet-n-greet sessions for library staff to meet with workforce staff at the Dane and Jefferson Job Centers
    - Started considering a follow-up webinar for library staff about reentry resources and services for formerly incarcerated individuals
  - Postponed the meet-n-greet, "Meet Your Wisconsin Rapids Job Center Partners," due to scheduling conflicts and low registration
  - Curated and shared out upcoming job seeker and small business training events to member libraries and staff
  - Attended the Business Services Team monthly meeting with the Workforce Development Board of South Central Wisconsin
  - Highlighted two resources for Online Update, the ALICE (Asset Limited Income Constrained Employed) county profiles produced by United Way and County Workforce Profiles from WisConomy. Both reports provide the current social and economic conditions by county.

## Rose

- Out of office 1 week.
- Email & phone contacts: discussed RSS feed of images for self-check machines & book cover carousels (Mount Horeb), suggested contacts for DNS administration (Brodhead), created/updated website editing accounts (Adams County, Reedsburg, DeForest), shared criteria for linking to suggested resources (Cambria), provided information about Domain Networks letter (Brodhead), troubleshooting website code deployment issue (Madison), adjusted spam prevention strategy (DeForest), restored deleted content (Rio), suggested text formatting for LocalHop snippet (Portage County), assisted patron with contacting appropriate library about newspaper access (Middleton), shared steps for managing website blocks (McFarland).

- Library websites:
  - Website theme/config changes: WI Rapids, Brodhead, Lodi, Nekoosa, Stoughton.
  - Tested & implemented Drupal core & module updates.
  - Project planning for migrating website to SCLS hosting (Monona).
  - Updated DNS records to support Constant Contact (Belleville, Oregon, Monona).
- Drupal 10 upgrade: continued project planning and updating documentation.
  - SCLS website migrations in progress: SCLS.info.
- LINKcat: troubleshooting Firefox bug with “No renewals” label.
- Committees: led Library Innovation Subcommittee & posted minutes.
- SCLS website: updated locally subscribed resources page & SCLS History, added/removed homepage slides, updated pages with Marty’s name.

## Shawn

- Youth Services
  - Helping libraries plan for the Summer Library Program
  - With Deb Haeffner, coordinating the system-wide Summer Library Program Graphics offerings and orders
  - With Heidi Moe, coordinating the system-wide Summer Library Program incentives offerings and orders
  - With Jeff Grant-Turke, coordinating the annual rotation of accu-cut dies to participating libraries
  - Planning March youth services check in meeting, to be held with the Upper Hudson Library System youth services staff in New York State
  - Connecting youth services librarians to performers for summer programs
  - Publicized the release of the annual Cooperative Children’s Book Center publication, Choices: Best Books for Children and Young Adults
- Inclusive Services
  - W/Mark Jochem, completed a survey from the Dept. of Social Work & Sociology (UW-SP)
  - W/Mark Jochem, met with subcommittee of the WLA conference planning committee to discuss a Diversity, Equity, and Inclusion statement for the conference
- Strategic Planning (2024 libraries: Black Earth, Cambridge, Cross Plains)
  - Drafting library service surveys
  - Preparing for Board Strengths, Opportunities, Aspirations, Results (SOAR) discussions
  - Columbus Public Library’s strategic plan is complete
  - Shared Tableau data dashboards (created by Tim Drexler) with library directors to evaluate collections and compare library programs & services to comparable libraries
- Community Engagement
  - Met with Tessa Michaelson Schmidt, director of the Cooperative Children’s Book Center
  - With Mark Jochem, led a tour of the new SCLS facility to staff from the Sun Prairie Public Library
- Intellectual Freedom
  - Updated First Amendment Audits information sheet
  - With Tracie Miller, presented a webinar about 1st Amendment Audits to Madison Public Library Staff

- Answered questions about public performance rights (publicizing movie events and using YouTube videos in library programs for youth)
- Collection Development
  - Met w/Director at Mazomanie Public Library to discuss weeding plans and future coll. dev. Projects
  - Answered questions about diversity audits of youth collections
  - Publicized and attended publisher preview webinars
- Webinars/workshops
  - Attended publisher preview webinars
  - Attended Identity, Burnout, and Vocational Awe webinar
  - Planned and presented webinar to Madison Public Library (see Intellectual Freedom)
- Other
  - With Mark Jochem, creating weekly Facebook posts
  - Assisted with the 2/22/24 Ribbon Cutting and Retirement Celebration
  - With other SCLS staff, updated program kit materials and began to identify efficiencies for circulating kits to member libraries
  - Provided assistance with questions about implementing behavior policies
  - Researched and shared information about vaping detectors for public restrooms
  - Serving on the 2024 WLA Conference Planning Committee
- Meetings
  - Bi-monthly staff meetings
  - Bi-monthly check in meetings w/Jean Anderson
  - Monthly SCLS consultant staff meeting
  - Monthly CE planning team meeting
  - Project meetings with SCLS colleagues

## **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.
  - Angie W. Cox Public Library, Poynette Area Public Library, Reedsburg Public Library, Verona Public Library, and Rock Springs Public Library have new materials being included with the March harvest to Recollection Wisconsin. Monticello Public Library has a collection being harvested for the first time.
  - With Tim Drexler, updated the Recollection Wisconsin (RW) data dashboard. Items from SCLS member libraries' collections have had 1,721,293 views.
  - Materials were scanned on the Indus BookScanner for Reedsburg Public Library.
  - Met with Guy Hankel about a project regarding the Goodman Foundation that Madison Public Library will be starting.
  - Met with a volunteer from Monticello Public Library.
  - Met with volunteers and Susan Kosharek from Belleville Public Library.
  - Sent a Scanning Kit to Belleville Public Library.
  - Provided the information to Recollection Wisconsin administrators to have a new collection set-up in CONTENTdm/Recollection Wisconsin for Belleville Public Library.

- Sent the Cassette Tape Conversion kit to Rosemary Garfoot (Cross Plains) Public Library.
- Sent the Oral History Recording kit to Rock Springs Public Library.
- Listened to an ALA Metadata Interest Group webinar.
- Local History Archives Digital Preservation Project:
  - Bagged and uploaded newly digitized materials to the back-up archive S3 server.
  - Met with the WPLC Digital Archives Backup workgroup
  - Reviewed draft documents that will be presented at on-boarding sessions for staff at library systems.
- CE Planning Team:
  - Met with the team.
- Professional Collection:
  - Started creating a list of books to order.
- Other:
  - Took notes for the Library Innovation Subcommittee.
  - Met with the WPLC Local and Historical Digital Collections committee.

## Tim

- **Sun Prairie Public Library dashboard development** – As a follow-up to a previous meeting with the Sun Prairie PL management team, I started work on a customized data dashboard for selected library data. The highlight of the dashboard will be one or more maps that will visualize where library patrons live in relation to the attendance areas of Sun Prairie Area School District facilities. Staff requested an additional data overlay showing the mapped addresses of Library Champions from the summer reading program.
- **Overdrive monthly checkouts by format** – Based on a suggestion from staff members at McMillan Memorial Library in Wisconsin Rapids, I redesigned part of the [data dashboard](#) tracking circulation of Overdrive e-materials. The “Checkout by Format” tab now shows month-by-month data rather than an annual aggregation. This change will allow librarians to identify circulation trends for individual formats in addition to the overall trend charted on the “Checkout by Month” tab.
- February/March meetings:
  - Attended monthly meetings of the Madison Public Library Data Team on 2/9 and 3/11.
  - Participated in the Library Innovation Subcommittee meeting on Tuesday, 2/20.
  - Led the SCLS Scripting & Reports Team meeting, 2/20.
  - Coordinated a wrap-up meeting for an internal workgroup to develop a software recommendation for the SCLS contacts database on 2/21.
  - Led a meeting of the expanded SCLS ILS Reports Team on 2/21.
  - Attended the biannual Statewide ILS Administrators meetup on 2/29.

## 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 - Cornerstone
- Check-in Meeting with Jean
- Library Innovation Subcommittee Meeting
- Marketing Cohort Meeting
- Portage County Library Board Meeting
- Projects
  - Online Update (x2)
  - Top 5 (weekly)
  - Review, Corrections, and Uploading to DPI of Annual Reports
  - Upcoming CE training email blast
  - Madison Director Interviews (6)
  - 1st Amendment Audit Program for Madison (w/Shawn)
  - Updates to Foundation Webpage
  - Updates to Adjacent County Reimbursement Letters and Forms
  - In-County 2025 Reimbursement Spreadsheets (Columbia, Sauk, Green, Wood)
  - Municipal vs County Appropriations Trustee Seat Letters (Columbia, Sauk, Green, Wood)
  - Prepared and Sent Adjacent County Reimbursement Authorization Letters (54)
  - Prepared County Request Bills for Adjacent County Reimbursement (198)
  - Prepared Annual Report numbers for Heidi
  - Updated "At A Glance" flier for Deb
  - Working with Portage County on their Director Search
- Training
  - Infosec Training
  - Project Outcome 101
- Emails/Phone/Zoom
  - All Libraries - Annual Report Questions and Assistance
  - MAD - Advocacy
  - CBR - Library Naming Policy
  - RIO - Closed Meetings, Chapter 43, and Reimbursement
  - RAN - Fine Free Libraries
  - SUN - Camera Placement and Filming
  - PAR - Fine Free
  - Multiple Libraries about reimbursement checks