

## **April 2024 Report for Board and AC (March 14 - April 10, 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. Have sent 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. Have sent them quotes for tables and chairs for teens and childrens.
- Met with Columbus to look at ADA needs for restrooms and circulation desk.
- Sent Monroe Street Library quotes for sofa options. Will give them for fabrics.
- Met with the Library Building and Spaces Group (statewide programming)
  - Discussing presentations/workshops. Working on web resource lists
- Working with Rosholt to get acoustical panels for their meeting room.
- 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). Updated SLP incentives and collecting activity sheets/bookmark requests. Have sent materials to be printed and begun distribution.

### **Jean**

- **Webinars/workshops hosted**
  - Co-hosted New Director Check-in meeting with Tracie Miller
- **Meetings/Conferences hosted/attended**
  - Attended an Readers Advisory training from Booklist
  - Hosted the monthly State Agency Librarians lunch meeting
  - Met with the Database Team for bi-annual meeting
  - Attended the Administrative Council meeting
  - Attended regular all staff meetings
  - Led the monthly Consultant Team meeting
  - Led the Continuing Education Planning Team monthly meeting
  - Led the Interlibrary Loan Subcommittee meeting
  - Met with Mark Jochem to plan an Adult Services workshop this summer
  - Attended the Public Library Association Virtual Conference
  - Attended the Library Innovation Subcommittee meeting
- **Statewide EventsProjects**
  - Met with the System Continuing Education Consultants for our monthly meeting
  - Coordinating Trustee Training Week webinars and have three presenters confirmed
- **IDEA Project**
  - Met with IDEA Team for regular monthly meeting
  - Met with Leah Langby and Emily Rogers to plan for in-person workshops in Green Bay and Wisconsin Dells
- **Director Support & Certification**
  - Met with Andrea Schmitz at Belleville for the New Director Orientation

- Met with Kylee Bear at the George Culver Community Library in Sauk City for the New Director Orientation
- Processed CE Grants for 8 member library staff and awarded 4 scholarships to the Wisconsin Association of Public Libraries
- Consulted with Reedsburg about facilitating a board meeting and connected Sue Ann Kucher with Shawn Brommer and Shannon Schultz who will lead the meeting.
- Processed Wisconsin Library Association memberships for 4 member library directors
- Answered questions about upcoming director certification courses
- **Coordinator duties**
  - Met with Consultant Team for regular check in meetings
  - Met with Shannon Schultz for regular check in meetings
  - Met with Coordinators for our bi-monthly meetings
- **Other Projects/work/meetings**
  - Conducting an OverDrive Support Course for 20 students
  - Met with WiLS staff, Sara Gold and Nick Smith, Brian Hahn, Tim Drexler, and Kerri Hilbelink to review the database renewal process for 2023
  - Answered questions about career and test databases as BadgerLink will no longer subscribe to LearningExpress
  - Consulted with McMillan Memorial Library on an Interlibrary Loan question
  - Scheduled a meeting with SCLS staff who work with our kits to work on streamlining the process for adding new kits and borrowing existing ones
  - With Tamara Ramski, ordered new professional collection materials as well as a new end panel for our shelving unit
  - Consulted with member libraries about Individual Advantage Accounts through OverDrive
  - Consulted with member libraries about tours and holding library staff inservices in our meeting room

## Mark

### General:

- Continued work as chair for the 2024 WLA Conference Committee:
  - Met with several members to brainstorm keynote and lunch speakers
  - Created a diversity, equity, and inclusion statement to support the theme
  - The call for proposals was published on April 1<sup>st</sup>
- Attended the 2024 Public Library Association Conference – April 2<sup>nd</sup> – April 5<sup>th</sup> in Columbus, OH
  - Attended sessions on a broad range of topics from social support and workforce development in libraries to programs for people with dementia to the use of artificial intelligence.
  - Met with exhibitors to learn about database solutions for job seekers
- Attended the Library Innovation Subcommittee meeting
- W/ Jean Anderson began planning an Adult Services Workshop likely to be held in August
- Attended the March All Director's Meeting
- Celebrating six years with the South Central Library System!

## **Inclusive Services:**

- Met with Jon Warnick, social work intern for Hawthorne and Lakeview Libraries to discuss staff needs and expectations for providing social work services in libraries
  - Followed up by connecting him with Rio and Portage Public Library for perspectives outside a major city
- IDEA Team: Wisconsin Libraries Talk about Race
  - Met with the IDEA Team to listen to, and provide updates regarding this year's program offerings
  - Met with several members of the IDEA Team to begin preliminary planning for a BIPOC library staff – centered "unconference."
- Attended the Ryan Dowd training, "Supporting Transgender Individuals: A conversation with Ben Greene"
- Attended: "No Ear Left Behind," workshop at Watertown Public Library about hearing loops and hearing loss

## **Workforce Development:**

- Compiled workforce events for job seekers and small business trainings and shared them out
- Attended the 2024 Wisconsin Rural Economic Summit online – this year's presentation focused on the rural economy with specific coverage in: housing, healthcare, and broadband
- Met with a workforce development collaborator to prepare for a workforce development workshop in May to be held in Green Bay
- Met with Chris Baker (Wisconsin Department of Public Instruction) and Shauna Koszegi (Southwest Wisconsin Library System) to discuss a workshop for the southwest part of the state. This workshop will focus heavily on social service organizations that support job seekers
- Continued planning a reentry resources part 2 webinar in May. This webinar will look at reentry assistance through a holistic lens of family literacy and community integration.

## **Rose**

- Out of office 1 week.
- Email & phone contacts: offered QR code generator suggestions (Baraboo), steps for anchor links in menu items (Mount Horeb), created/updated website editing accounts (Belleville, Sauk City), shared info about embedding Library Use and Return on Investment Calculator (Madison), shared info about SurveyMonkey accounts (WI Rapids), shared best practices for web slideshows & investigated Google Analytics settings (McFarland).
- Library websites:
  - Website theme/config changes: Mount Horeb.
  - Monitored need for Drupal core & module updates.
  - 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: attended ILS Evaluation Discovery Layer Workgroup meeting.
- Committees: attended Discover Interface Subcommittee meeting, drafted & sent Library Innovation Subcommittee agenda, led Library Innovation Subcommittee meeting.
- SCLS website: added/removed homepage slides, made updates to Library Use and Return on Investment Calculator.

## Shawn

- General
  - Celebrating 23 years with SCLS!
  - Serving on WLA Annual Conference planning committee
  - Updating youth services web sites
  - Created SCLS Facebook posts
  - Took a week-long vacation
- Youth services
  - Hosted the quarterly meeting of YNOTS (Youth Network of Two States) with my colleague at the Upper Hudson Library System in NYS
  - Helping libraries plan and prepare for the Summer Library Program
  - Identifying webinar and workshop speakers for the remaining months of 2024
  - Connected youth services librarians to solar eclipse glasses and programming resources
- Collection Development/Intellectual Freedom
  - Met with Director Cole of the Mazomanie Public Library to discuss collection needs, weeding, and planning.
  - Researching information about the Judith Krug Intellectual Freedom program grant
  - Shared data about the most challenged materials of 2023
- Strategic Planning
  - Facilitated Strengths/Opportunities/Culture/Resources (SOCR) discussion with the board of directors of the Rosemary Garfoot Memorial Library (Cross Plains)
    - Shared sample library service survey questions w/Director Claus
  - Met with Director Cole from Mazomanie to discuss library service survey needs and provided sample survey questions
  - Created survey and analyzed results for the Board of the Black Earth Public Library
  - With Shannon Schultz, created needs survey for the Board of the Reedsburg Public Library
- Meetings, workshops, webinars
  - Attended Dane Co. Library Directors meeting
  - Attended WLA Conference Planning Meeting and took notes
  - Attended the March SCLS all-directors meeting
  - Hosted the CCBC Best New Books webinar
  - Attended meetings with colleagues to discuss joint projects
  - Attended bi-monthly staff meetings
  - Attended Continuing Education team meeting
  - Attended Consultant Team meeting
  - Attended check-in meetings with Jean Anderson
  - Attended webinars from publishers about forthcoming books

## Tamara

- Local History Digitization Projects:
  - Responded to emails and provided guidance to library staff about digitization projects.
  - Received newly digitized materials from Bellville Public Library and Reedsburg Public Library to upload to CONTENTdm.

- With Tim Drexler, updated the Recollection Wisconsin (RW) data dashboard. Items from SCLS member libraries' collections have had 1,755,374 views.
- Visited the Angie W. Cox Public Library (PAR) to provide metadata training.
- Visited the Rock Springs Public Library for a meeting about their digitization project.
- Visited the Reedsburg Public Library to discuss their digitization project.
- Updated Windows on digitization kit laptops.
- Sent a scanning kit to Rosemary Garfoot Public Library (Cross Plains).
- Local History Archives Digital Preservation Project:
  - Bagged and uploaded newly digitized materials to the back-up archive S3 server.
  - Did quality checks of materials uploaded to the back-up server.
- CE Planning Team:
  - Created the team meeting agenda and met with the team.
- Professional Collection:
  - Ordered new books for the collection and prepared them for Kayla Linke to add to LINKcat.
- Other:
  - Took notes for the Library Innovation Subcommittee.
  - Met with the Recollection Wisconsin Steering committee.
  - Created the April SCLS Report for County Boards/Director meetings.

## Tim

- **Sun Prairie Public Library dashboard development** – I continue to work with Sun Prairie Public Library Director Svetha Hetzler and the library management team on revisions to a customized data dashboard. The most recent revisions include adding a list of titles with the highest circulation at the library. I added filter controls to the chart that allow users to focus on specific types of materials (books, DVDs & Blu-rays, magazines, etc.) and select a particular date range of interest.
- **Library Fast Facts dashboard** – In March, I updated the [library Fast Facts dashboard](#) to include preliminary service data from the 2023 DPI Annual Reports. This dashboard is popular among SCLS member libraries as well as libraries statewide, so I wanted to make the update as soon as it was practical after the 2023 reporting period closed.
- March/April meetings:
  - Attended a database debriefing meeting with WiLS staff and members of the SCLS Database Team on 3/14.
  - Met with the ILS Evaluation Reports Workgroup, 3/19.
  - Led the SCLS Scripting & Reports Team meeting, 3/19.
  - Attended the monthly WI Department of Public Instruction Library Services Data Workgroup meeting on 3/20.
  - Led the SCLS Database Team biannual meeting on 3/20.
  - Led a meeting of the SCLS ILS Reports Team on 3/21.
  - Sat in on the SCLS ILL Subcommittee Meeting, 3/26.
  - Met with Rose Ziech and Tracie Miller on 4/4 to discuss updating material and service costs for the SCLS Library Value Calculator.
  - Participated in the Library Innovation Subcommittee meeting on Tuesday, 4/9.
  - Met with SCLS Director Shannon Schultz for an introduction and orientation discussion on 4/9.

## Tracie

- Meetings
  - Madison Director Search Meeting (final meeting)
  - MMM Staff Meeting
  - All Directors Meeting
  - Library Data Services Workgroup Meeting (DPI- Annual Report)
  - Consultant Team Meeting
  - CE Planning Team Meeting
  - Check-in Meeting with Jean
  - ILL Meeting
  - New Director Mentor Check-in Meeting
- Projects
  - Online Update (x2)
  - Top 5 (weekly)
  - Belleville New Director Orientation
  - Upcoming CE training email blast
  - Working with Portage County on their Director Search
  - Working with Wyocena Library Board on their Director Search
  - Brodhead New Director Orientation
  - Follow-up on missing 2023 Adjacent County Reimbursement
  - Library Value Calculator Update
  - Collecting Adjacent County Reimbursement Authorization letters
- Training
  - Infosec Training
  - A Higher Purpose: Censorship and Intellectual Freedom Today
- Emails/Phone/Zoom
  - Arpin - Copyright
  - Rio - Trustee
  - Spring Green - salary data, Annual Reports
  - DPI - Reference Transaction Flowchart
  - Cambria - Reports
  - Adams County - Budgets
  - Randolph - W9
  - Columbus - salary data
  - Madison - iPads for citizenship practice
  - DeForest - Program Statistics
  - Wisconsin Dells - in-County Reimbursement
  - Columbia County - County Library Appointments