

May 2024 Report for Board and AC (April 11 - May 8, 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. They need to spend some donor funds this year.
- Cross Plains has ordered reupholstering of items. Sent some contractor/architect info for a possible restroom remodel as well as reworking circulation desk.
- Working with Mt. Horeb to order some additional shelving.
- 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 on creating a 100th Anniversary logo for Pardeeville.
- Taking some fabric and building webinars.
- 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). Heavily into Summer Library Program printing and creating materials.

Jean

- **Webinars/workshops hosted or co-sponsored by SCLS**
 - Great New Books for Older Children & Teens, Grades 6 - 12
 - We Are Already Here: The Workplace Experiences of Neurodivergent Library Workers
 - For managers & Supervisors: Cultivating an Inclusive Workplace for Neurodivergent Staff (co-host)
 - CCBC Shorts: A (Brief) Look at Books for Children & Teens (co-host)
 - Navigating the Terrain of Change, April 25 and May 9, 2024 (in person)
- **Meetings/Conferences hosted/attended**
 - Attended Making Each Other Look Good: The Library Board and the Library Director with Jamie LaRue
 - Attended the Administrative Council meeting
 - Attended the Wood County Library Board meeting
 - Led the Kit Team Meeting to work on updating all programming kit materials
 - Attended the All Staff Meetings
 - Met with the Continuing Education Planning Team
 - Attended the Wisconsin Association of Public Libraries (WAPL) spring conference in Stevens Point
 - Preparing for May All Directors Meeting at the Carnegie-Schadde Memorial Public Library
- **Statewide Events/Projects**
 - Attended the monthly Continuing Education Consultants statewide meeting
 - Attended the Wisconsin Public Library Consortium (WPLC) Annual Meeting
 - Attended the WPLC Board Meeting
 - Contacting and confirming speakers for Trustee Training Week
 - Starting to plan for Wild Wisconsin 2025

- **IDEA Project**
 - Traveled to Green Bay for the IDEA Workshop: Navigating the Terrain of Change with Dr. Alonzo Kelly
 - Traveling to Wisconsin Dells on May 9 for second workshop of Navigating the Terrain of Change
- **Director Support & Certification**
 - Met with Tana Elias, Director of Madison Public Library, as part of her New Director Orientation
 - Met with Katherine Elchert, Director of the McMillan Memorial Library
 - Followed up with Kylee Bear, Director of the George Culver Community Library
 - Provided scholarships to four member library staff for the WAPL Conference
 - Consulted with library directors about Individual Advantage Accounts for OverDrive
 - Consulted with library directors on certification questions
- **Coordinator duties**
 - Met with Consultant Team for regular check in meetings
 - Led monthly Consultant Team meeting
 - Met with Shannon Schultz for regular check in meetings
 - Attended regular Coordinator meetings
- **Other Projects/work/meetings**
 - Finished up the OverDrive Support Course for 20 students
 - Met with Jeff Grandt-Turk about kits
 - Hosted E.D. Locke Public Library staff for their inservice and provided tours
 - Worked on draft Consultant Team budget
 - Met with Vicki Teal to discuss shared pieces of the technology budget
 - Ordered materials for the Professional Collection
 - Contacted new panelists for the annual Notable Books Marathon program for the fall Wisconsin Library Association Conference
 - Set up a meeting with SCLS staff and Madison staff to discuss database authentication question
 - Consulted with library staff on OverDrive support questions

Mark

General:

- 2024 WLA Conference Committee Chair Duties:
 - The [call for proposals form](#) opened April 1st, it will be open until May 17th
 - Met with the Conference Committee as part of monthly meetings
- Met with the SCLS Kit Team – collected usage data for the nearly all kits in the past year
 - Began discussing committee activities, concerns, and questions
- Attended CE Planning Team meeting
- Attended the Green County Library Board meeting in Brodhead
- Had first library visit in Pittsville with Tammy Hardinger
- Attended the 2024 WAPL Conference in Stevens Point
 - Attended sessions on incorporating phonics into literacy programming; games in the library; running building projects; and others.
 - Served as room monitor for 4 sessions

Inclusive Services:

- Attended a two part webinar series: “We Are Already Here: The Workplace Experiences of Neurodivergent Library Workers” (April 18) and “For Managers & Supervisors: Cultivating an Inclusive Workplace for Neurodivergent Staff” (May 7) – both were excellent
- Working with Brian Cole at Mazomanie on a staff needs questionnaire that will help staff make known their needs for working at the library – both accommodation related and inclusion related
- IDEA Team: Wisconsin Libraries Talk about Race – w/Jean Anderson
 - Attended IDEA Team planning meeting
 - Working with Sherry Anderson (Northern Waters Library Service) and Elkid Alvarez Maldonado (Racine Public Library) to plan an advisory committee to help inform the shape and direction of a convening centering library staff of color in 2025.
- Social Work Intern Cohort w/Shawn Brommer
 - Sent a request to all participating libraries to update their Field Placement Questionnaire forms. The forms outline the scope of the internship and contact information for the libraries
 - Scheduled the next SW Intern Cohort Meeting for May 29th at 10 AM
 - Working with Shawn on an information sheet for prospective interns about modern day libraries

Workforce Development:

- Met with Laurie Freund and Julie Enloe to discuss a Reentry Webinar. This webinar will center the importance of family literacy and reentry resources. It will be held in August.
- Finalizing plans for an all-day workforce development workshop in the northeast region of the state in collaboration with Chris Baker at the Department of Public Instruction, and several community partners. The workshop is scheduled for May 24th
- Revised several [Resources for Job Seekers](#) website links and documents
- Compiled job seeker events and small business trainings for the month of May and sent them to member libraries

Rose

- Email & phone contacts: created/updated website editing accounts (Reedsburg), confirmed domain registration status (Portage County), shared information about WiLS cooperative purchasing for Creativebug (Poynette), discussed website style & configuration changes (Mount Horeb), advised on Drupal marketing email (Pardeeville), advised on homepage layout issue (Pittsville).
- Library websites:
 - Website theme/config changes: McFarland, Verona, Brodhead, Oregon, Mount Horeb, Stoughton, Belleville.
 - Tested Drupal core & module updates.
 - Website migration to SCLS hosting in progress: Monona.
- Drupal 10 upgrade: continued project planning and updating documentation.
 - SCLS website migrations in progress: SCLS.info.
- LINKcat: Discovery Layer JavaScript tweaks.
- Committees: shared Library Innovation Subcommittee form link with member, posted Library Innovation Subcommittee minutes.
- SCLS website: added/removed homepage slides, discussed Delivery web page maintenance, added contact forms for new board members and archived unneeded forms, added access protection to program equipment registration forms.

Shawn

- General
 - Serving on WLA Annual Conference planning committee
 - Updating youth services web sites
 - Created SCLS Facebook posts
- Youth services
 - Planning online check in meetings for youth services librarians
 - Helping libraries plan and prepare for the Summer Library Program
 - Contacting potential webinar and workshop speakers for the remaining months of 2024
 - Maintaining the free review collection of youth materials sent by publishers
- Collection Development/Intellectual Freedom
 - Connecting member library staff to virtual publisher previews and author presentations
 - Connecting librarians to collection development resources
- Strategic Planning
 - Black Earth Public Library:
 - Created and analyzed needs survey for the library board
 - Facilitated Strengths/Opportunities/Culture/Resources (SOCR) discussion with the board
 - Created public services survey
 - Beginning to update sections of the strategic plan
 - Rosemary Garfoot Public Library (Cross Plains)
 - Assisting with public services survey analysis
 - Identifying next steps to complete the strategic plan
 - With Shannon Schultz, facilitated SOCR discussion with the Board of the Reedsburg Public Library
- Meetings, workshops, webinars
 - Hosted the CCBC Best New Books and CCBC Shorts webinars
 - Met with library directors in Black Earth & Cross Plains to discuss strategic planning efforts
 - Met with youth services staff to discuss programming plans
 - Attended statewide youth services liaisons meeting
 - Attended webinars about Youth Services, Inclusive Services, and Community Engagement
 - 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 Angie W. Cox Public Library (Pardeeville) and Reedsburg Public Library to upload to CONTENTdm. The materials will be included with the June harvest to Recollection Wisconsin.

- With Tim Drexler, updated the Recollection Wisconsin (RW) data dashboard. Items from SCLS member libraries' collections have had 1,783,572 views.
- Updated Windows on digitization kit laptops.
- 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:
 - Met with the Kit Team.
 - Met with the WPLC Local & Historical Digital Collection committee. Working on a pilot Community of Practice (COP) project focusing on resource sharing and providing support to library system staff.
 - Listened to webinars:
 - DPLA-Practical Approaches to Reproductive Description Workshop Series:
 - Representations of Gender and Sexuality in Metadata.
 - Tools for Supporting Indigenous Rights and Interests in Collections.
 - Library of Congress-Preservation Week series.

Tim

- **Patron mapping projects** – One of the most frequent dashboard requests I receive is for maps showing the distribution of local library patrons. I worked on two mapping projects in April and May. The first was a dashboard I created for Sue Ann Kucher, Director of the Reedsburg Public Library, showing borrower counts and circulation totals for patrons aggregated by US Census blocks as well as municipal wards. The map centers on the City of Reedsburg and nearby municipalities and intends to help inform siting decisions for a potential new library building. I also created a dashboard for DeForest Public Library Director Jan Berg, displaying patron locations in the Village of DeForest and the surrounding area. Jan requested this map in preparation for upcoming discussions about public transportation planning in the Village.
- **Per capita service measure comparisons** – I've started developing a new data dashboard focused on per capita calculations of library service measure values from the DPI Annual Report. The dashboard allows users to compare the per capita values for a given library against those for other libraries in the state, within the same public library system, with the same locale category, and in the same county. The available service measures include circulation, programming counts and attendance, library visits, and wireless network use.
- April/May meetings:
 - Attended the Madison Public Library Administrative Data Team meeting on 4/12.
 - Joined the Wisconsin Public Library Consortium Technology Community of Practice kickoff meeting, 4/15.
 - Led a meeting of the SCLS ILS Reports Team on 4/18.
 - Led the SCLS Scripting & Reports Team meeting, 4/25.

Tracie

- Meetings
 - New Director Orientation with Tana - Madison
 - MMM Staff Meeting
 - CE Planning Team Meeting
 - Check-in Meeting with Jean
 - New Director Orientation with Kylee - Sauk City
 - Rio Library Board Meeting
 - Annual Report Team Meeting
 - Orientation with Shannon - SCLS
 - SCLS Foundation Meeting
 - Portage County Library Board Meeting
- Projects
 - Online Update (x2)
 - Top 5 (weekly)
 - Foundation website update
 - Upcoming CE training email blast
 - Working with Portage County on their Director Search
 - Working with Wyocena Library Board on their Director Search
 - Assisted DPI with Annual Report Clean-up
 - Prepping Adjacent County Reimbursement Requests for Counties
 - Helped sort in Delivery
 - Winnefox County Reimbursement Request
 - Sent Library Value Calculation Replies to Madison, DeForest, & Poynette
- Training/Conferences
 - Infosec Training
 - Outcomes and Beyond: A 3 step Approach to Evaluating Programs
 - WAPL Conference
- Emails/Phone/Zoom
 - Middleton - Board Seat Terms
 - Brodhead - Budget
 - Poynette - Trustee Training, Sales Tax, & Circulation Clerk Description
 - Rio - Board Seats
 - Marshfield - Closed Border
 - LaValle - Grants
 - Madison - Program reporting for Annual Report 2024
 - Oregon- Annual Report request
 - Cottage Grove - Question about new library