

December 2024 Report for Board and AC (November 13 - December 11, 2024)

Deb

- Working with Madison Central to look for lounge chair options.
- Working with New Glarus's Building Committee
- Met with the Library Building and Spaces Group (statewide programming)
 - Discussing presentations/workshops. Working on web resource lists
- Working with Spring Green to create a move plan for new carpet install next year.
- Have been getting quotes for furniture items, sourcing finishes, book carts, etc. for several libraries.
- Meeting with Sun Prairie furniture selection group.
- Working with Columbus to do a Space Needs Assessment.
- Meeting with Prairie du Sac to work on Space Needs Assessment.
- Scheduling installs and answering a variety of building questions as they come in.
- Working on graphic requests for materials as needed (friend's newsletters, flyers, brochures, business cards). Worked on Black Earth's Strategic Plan

Jean

- **Webinars/workshops hosted**
 - Co-hosted the Youth Programming Workshop at Olbrich Gardens with Shawn Brommer
 - Co-hosted CCBC Shorts with Shawn Brommer
 - Co-hosted the WPLC Data Dashboard Pilot Project webinar with Tim Drexler
- **Meetings/Conferences hosted/attended**
 - Hosted the All Directors Meeting Member Feedback Session with Shannon Schultz
 - Hosted the monthly State Agency Librarians meeting
 - Attended bi-monthly all staff meetings
 - Led the monthly Consultant Team meeting
 - Attended the Library Innovation Subcommittee
- **Upcoming Webinars/CEs**
 - Summer Library Program and Early Literacy webinar with Shawn Brommer presenting
 - Annual Report Webinar, January 10, 2025
 - Wild Wisconsin Winter Web Conference, January 22-23, 2025
- **Statewide Events/Projects**
 - Attended the monthly Continuing Education Consultant meeting
 - Participated in the WPLC Collection Development Committee
 - Set up webinars for the Reference and Readers Advisory track for Wild Wisconsin
- **IDEA Project**
 - Attended the monthly IDEA Team meeting
 - Processed the payments for Advisory Committee members and consulting grants
- **Director Support & Certification**
 - Assisted director with certification application
 - Processed Wisconsin Library Association membership renewals for member library directors
 - Validated certification Summations for 5-6 library directors
- **Coordinator duties**
 - Met with Shannon Schultz for regular check-in meetings

- Attended bi-monthly Coordinator Meetings
- Regular check-in meetings with Consultant Team staff
- **Other Projects/work/meetings**
 - Provided training on Libby for the Waunakee Library staff for the inservice
 - Attended a Public Library Association webinar about Adult Services issues
 - Answered questions about OverDrive Marketplace, Libby, and OverDrive Advantage
 - Added access to the Ryan Dowd training on Niche Academy for Madison staff
 - Assisted Rose with the web site migration process
 - Consulted with library about Interlibrary Loan process
 - Completed the database renewal process with WiLS Coop staff, Tim Drexler, Brian Hahn, and Kerri Hilbelink
 - Placed a Demco and ALA order for Professional Collection supplies and materials
 - Met with Amy Gannaway and Consultant Team to discuss hosting future practicum students at SCLS
 - Completed submitting budget information into WiseGrants for the July 1 - November 30 LSTA grant projects
 - Vacation and Bereavement leave, November 25 - December 4

Mark

General:

- Attended Statewide Marketing Cohort meeting to discuss library marketing in communities
- Met as part of the Wisconsin Library Association's Leadership Development Institute Planning committee to discuss plans for the 2025-2026 cohort. Sarah Schlosser from UW Extension joined the meeting to talk about the program sessions her organization could provide
- Hosted a follow-up meeting for the 2024 WLA Conference Committee to debrief and discuss how the conference went
- Hosted the Adult and Inclusive Services Check-in meeting. Set dates and times for 2025
- Drafted Goals for 2025 as part of the annual performance review with Jean Anderson

Inclusive Services:

- IDEA (Inclusion Diversity and Equity in Action) Project (Formerly the IDEA Team):
 - Featured David O'Connor, Education Consultant American Indian Studies to talk about his work, and Wisconsin Indigenous Studies
 - Met with Cole Zrostlik, Lacrosse Public Library and fellow co-chair of the IDEA Project to recap the direction of the IDEA Project for the 2025-2026 year
- Attended the UW Madison Diversity Forum virtually. Saw a number of great inclusive services topics and speakers to potentially bring to SCLS for CE trainings
- Attended the State & System Inclusive Services Meeting. This meeting structure will be "recalibrated" for the new year
- Featured as a panelist for the Wisconsin Library Association Outreach Services Roundtable webinar on providing accessible and inclusive outreach services
- Answered a member library's questions and provided resources about reasonable accommodations for staff with disabilities

Workforce Development:

- Collected and sent out the monthly list of Job Seeker Events and Small Business Trainings to members
- Attended the monthly Library Workforce Connection meeting. This Department of Public Instruction hosted meeting will also be “recalibrated” in the coming year
- Attended the quarterly Forward Services Corporation Community Steering Committee meeting virtually for the North Central region. This meeting discusses labor conditions and opportunities in the Adams, Wood, and Portage county area.
- Set dates for the Workforce Development Board of South Central Wisconsin and Library System Quarterly check-in meetings for 2025

Rose

- Email & phone contacts: troubleshooting Typepad blog comment spam issue (Spring Green), reviewed website sitemap plan (Monona), planned for backup website admin coverage during December (Madison), discussed website content type changes (Verona), provided info about Google Analytics and website status report messages (Albany), discussed website font changes (Reedsburg).
- Library websites:
 - Website theme/config changes: Portage.
 - Tested & implemented Drupal core & module updates.
 - Website migration to SCLS hosting in progress: Monona.
- Drupal 10 upgrade: continued project planning and updating documentation.
 - SCLS website migrations completed: SCLS.info.
 - Led 2 training sessions for SCLS staff.
- Committees: drafted & sent Library Innovation Subcommittee agenda, led Library Innovation Subcommittee meeting, attended Discovery Interface Subcommittee meeting.
- SCLS website: added/removed homepage slides.

Shawn

- **Youth Services**
 - Facilitated all-day annual youth services programming workshop
 - Planned and hosted youth services check in meeting
 - Planned annual early literacy summer library program workshop
 - With Jean Anderson, hosted the monthly CCBC Shorts webinar
 - Connecting library staff to summer library program materials
- **Strategic Planning**
 - Attended the Board of Directors meeting of the Black Earth Public Library to present the final Strategic Plan
 - Deb Haeffner created final layout of the library’s plan
 - Strategic plans to finish by end of 2024
 - Verona
 - Strategic plans to finish in early 2025
 - Baraboo
 - Mazomanie
- **Presentations**

- Sauk Co. Library Board - with Tracie Miller: Intellectual Freedom
- **Meetings**
 - Strategic planning check in meetings with directors
 - Check in meetings with Jean Anderson
 - All-staff meetings
 - WLA Conference planning committee de-brief discussion

Tamara

- Local History Digitization Projects:
 - Responded to emails and provided guidance to library staff about digitization projects.
 - With Tim Drexler, updated the Recollection Wisconsin (RW) data dashboard. Items from SCLS member libraries' collections have had 1,994,450 views. 564 new items (made up of 5,295 pages/files) from SCLS member libraries were added to Recollection Wisconsin in 2024.
 - Uploaded new materials to CONTENTdm for Reedsburg Public Library and Belleville Public Library.
 - Sent the Cassette Tape Digitization Kit to Rosemary Garfoot Public Library (Cross Plains).
 - Updated the Local History Digitization Projects pages on the SCLS website.
- 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.
- Recollection Wisconsin Inclusive Metadata Workgroup:
 - Met with the group. Started preparing for upcoming meetings.
- Professional Collection:
 - Ordered new books for the collection.
- Other:
 - Attended (virtually) the Sauk County Library Board and Directors' meeting.
 - Took notes for the Library Innovation Subcommittee meeting.

Tim

- **Community survey data visualizations** – I've been working with Shawn Brommer to create charts and graphs that will eventually be integrated into the strategic plans of the Black Earth Public Library and Verona Public Library. I've developed visualizations summarizing data collected from the respective community surveys of both libraries. The charts highlight various demographic characteristics of the respondents (age, residency, etc.) as well as their ratings of library services and facilities.
- **Trends in patron registrations** – I received a phone call from Monona Public Library Director Ryan Claringbole related to counts of registered patrons. Ryan was researching trends in cardholder data as visualized on the [WPLC Data Dashboard](#), which is based on service data collected by the Department of Public Instruction for Library Annual Reports. He wanted to determine whether the slight downward trend in borrower counts at Monona PL over the past few years was unique or general. I am working on a data dashboard to visualize detailed monthly counts of registered borrowers for SCLS libraries to facilitate easy comparison between Monona PL and other libraries in its peer group.
- November/December meetings:
 - Led the ILS Full Reports Team meeting on 11/14.
 - Led the SCLS Scripting & Reports Team meeting on 11/21.
 - Attended a meeting of the SCLS Resource Sharing Workflows Workgroup on 12/5.

- Participated in the Library Innovation Subcommittee meeting, 12/10.
- With Jean Anderson, I helped moderate a webinar on 12/10 with a presentation by Kim Kiesewetter, WiLS Data Analyst and Consultant, exploring the WPLC Data Dashboard Pilot project.

Tracie

- Meetings
 - MMM Staff Meeting
 - Consultant Team Meeting
 - Check-in Meeting with Jean
 - Columbia County Library Board & Directors Meetings
 - Library Innovation Subcommittee Meeting
- Projects
 - Online Update
 - Top 5 (weekly)
 - Updated SCLS Representative Document (after election)
 - Sauk County Library Board Intellectual Freedom Training (w/Shawn)
 - Annual Report 2024 webinar updates
 - Reviewed/Edited DPI Annual Report Instructions
 - Updated SCLS Annual Report Instructions
 - Updated SCLS Annual Report Webpage
 - Prepared Annual Report Review Spreadsheets
 - Randolph Check-In
- Training/Conferences/Events
 - Infosec Training
 - Webinar -ETF Training
 - Drupal 10 Training
- Emails/Phone/Zoom
 - LaValle- Board
 - Mazomanie - Check-in
 - Randolph - Check-in
 - Pardeeville - Annual Report
 - Arpin- Annual Report
 - Fitchburg - Annual Report