

January 2025 Report for Board and AC (December 12, 2024 - January 8, 2025)

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.
- Placed a few final orders for the year. Coordinated a couple installations.
- Working on Columbus to do a 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).

Jean

- **Meetings/Conferences hosted/attended**
 - Attended the WPLC Delivery Workgroup Meeting
 - Attended an ALA webinar, Sacred Librarianship, Indigenous Knowledge for Sustainable Practice
- **Upcoming Webinars/CEs**
 - Annual Report webinar, January 10
 - Summer Library Program & Early Literacy, January 17
 - Wild Wisconsin Winter Web Conference, January 22 and 23
 - Hosting the R &RA (Reference & Readers Advisory) track
- **Statewide Events/Projects**
 - Attended and facilitated the Continuing Education (CE) Consultants meeting
- **IDEA Project**
 - Updated budget information for first half of this (and other LSTA grants) so SCLS could submit for reimbursement
- **Director Support & Certification**
 - Met with Kristina McGuire, Director of the Angie W. Cox library in Pardeeville, to review certification procedures
 - Conducting sound/tech checks for Wild Wisconsin Winter Web Conference webinars
 - Consulted with directors about upcoming certification courses and CE Grants
 - Connected Tammy Hardinger, Pittsville Library, with a furniture vendor while Deb is out of the office
 - Processed director memberships for the Wisconsin Library Association (WLA)
 - Validated annual Summations for many SCLS Directors
- **Coordinator duties**
 - Met with Consultant Team for regular check in meetings
 - Met with Shannon Schultz for regular check in meetings
 - Attended regular coordinator meetings
- **Other Projects/work/meetings**
 - Out of the office from December 23, 2024 - January 6, 2025
 - Consulted with library staff on OverDrive and Libby questions

Mark

General:

- Attended SCLS Staff end-of-year celebration, organized by the Staff Engagement workgroup
- w/Jean Anderson, discussed goals and accomplishments at Annual Review
- On vacation Dec. 26th and 27th
- Posted information about SCLS HQ and Delivery Holiday Closures to Facebook

Inclusive Services:

- Attended the Wisconsin Library Association's Inclusive Services Special Interest Group (SIG) meeting to discuss future of the group
- Attended the webinar: "Sacred Librarianship, Indigenous Knowledge for Sustainable Practice"
- w/Shawn Brommer, planning to attend Sun Prairie's Community Advisory Committee (formerly the DEI committee) to meet with new members and discuss their goals and needs/wants

Workforce Development:

- Curated and sent out Job Seeker and Small Business Training events to member libraries
- Met with Chris Baker from the Department of Public Instruction and Shauna Koszegi from the Southwest Wisconsin Library System to finalize organizations to invite to a southwest library staff training and finalized potential date ranges
- Received a suggestion from Tracy Herold to connect with the Dane County Diversity Recruitment Specialist to share and broadcast employment opportunities and referrals

Rose

- 2 weeks out of office.
- Email & phone contacts: discussed options for moving staff blog on Typepad to library website in Drupal (Spring Green), suggested options for program lists and newsletter services (Cambridge), referred cataloging correction to ILS team.
- Library websites:
 - Website theme/config changes: Monticello, Reedsburg, Sun Prairie.
 - Website migration to SCLS hosting in progress: Monona.
- Drupal 10 upgrade: discussed scheduling for remaining Madison websites that require upgrade.
- LINKcat: Added AMH catalog link to LINKcat & SCLS website and updated number of LINKcat libraries in templates and sysprefs.
- Committees: led Library Innovation Subcommittee meeting & posted minutes.
- SCLS website: added/removed homepage slides, set up report type for Annual Library Visit reports, trained staff who will post reports, and updated documentation.

Shawn

- Strategic Planning
 - Black Earth:
 - Attended Board of Directors meeting on 12/19/24 to answer questions about the final draft of the Strategic Plan - the draft was approved at this meeting
 - the final plan, with Deb's design, was approved by the library's board on 12/19/24 - Project is finished
 - Verona: Tim Drexler completed the data section of the plan and I am in the final stages of writing & editing the plan.

- Baraboo: Tim and I have received data from the library's public survey and I am in the early stages of drafting the narrative
- I meet regularly via Zoom & phone with directors to discuss project progress
- Youth Services
 - Ordered die-cuts that will rotate throughout the system in 2025 - Jeff Grant-Turke from SCLS Delivery coordinates the rotation
 - Connected member library staff to Summer Library Program manuals
 - Updated youth services web pages
 - Hosted virtual meeting for youth services librarians
- Intellectual Freedom
 - With Tracie Miller, gave a presentation to the Sauk Co. Board about current issues regarding intellectual freedom, November 26
- Inclusive services, with Mark Jochem
 - Working with Sun Prairie's Community Advisory Committee to identify 2025 goals and projects
 - Discussed SCLS's continuing partnership with the schools of Social Work at UW Madison & Stevens Point
- Meetings attended
 - SCLS all-staff meeting
 - SCLS consultant team meeting
 - Check in meetings w/Jean Anderson
 - WLA conference planning debrief
 - Annual review w/Jean Anderson

Tamara

- Local History Digitization Projects:
 - Responded to emails and provided guidance to library staff about digitization projects.
 - With Tim Drexler, started to update the Recollection Wisconsin (RW) data dashboard. There are some issues with CONTENTdm's data. Andi Coffin (WILS/RW Administrator) is contacting OCLC about the issue. The dashboard will be updated after the issues are resolved.
 - Uploaded new materials to CONTENTdm for Angie W. Cox Public Library (Pardeeville) and Poynette Area Public Library.
 - Updated Windows on digitization kit laptops.
 - Cleaned up metadata in CONTENTdm.
- 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.
 - Will be responsible for, and be working on, the following sections of the project outcomes:
 - Advice for descriptive practices (with Jodi Kiffmeyer)
 - Controlled vocabularies and subject headings
- Kit team:
 - With Craig Ellefson, updated the scanning kit with a slide and film scanner. Created documentation for using the scanner and updated the Kits and Equipment webpages on the SCLS website to include descriptions of the scanner.
- Other:

- Created the January SCLS Report to County Library Board/Directors Meetings.

Tim

- **Data dashboard updates & design refreshes** – I've been working on redesigning several SCLS data dashboards as part of my annual data update process. I've added library branding elements to the dashboards, such as colors and logos, to match library websites. I hope that this will make the dashboards more useful to libraries by enabling easier incorporation of the data visualizations into marketing materials and strategic plans. So far, I've completed this work on the "[Circulation by Age Group](#)" and "[Home Library Cardholders by Age Group](#)" dashboards, and I'm currently working on the "[Circulation by Time](#)" dashboard as well.
- **2024 DPI Annual Report** – With Tracie Miller, I've been gathering and reformatting SCLS library data for the 2024 DPI Annual Report pre-fill. The reporting requirements have changed this year, and as a result, we no longer have to provide data measuring patron usage of online resources such as databases. In past years, this particular topic often created extra difficulties related to data collection as well as usage definitions.
- December meetings:
 - Led the ILS Reports Team meeting on 12/11.
 - Attended the DPI Library Services Data Workgroup meeting on 12/18.

Tracie

- Meetings
 - Library Services Data Workgroup
- Projects
 - Online Update
 - Top 5 (weekly)
 - Continued prep work for Annual Report
- Training/Conferences/Events
 - Infosec Training
- Emails/Phone/Zoom
 - Mount Horeb - Program question