

February 2025 Report for Board and AC (January 9 - February 12, 2025)

Deb

- Working with New Glarus's Building Committee, beginning to work on their shelving plan. Calculated collection needs and matching this to shelving and layout in the new space.
- Met with Fitchburg to look at remodeling the current computer lab, ordering some new furniture, and reworking some of the other areas on the second floor. Ordering fabric samples. Getting a shelving quote.
- Met with Lodi to discuss painting the library and creating a ceiling light plan. Also, I ordered a shelving unit. Got paint samples and will be looking at some more shelving.
- Met with the Library Building and Spaces Group (statewide programming)
 - Discussing presentations/workshops. Working on web resource lists
- Have been getting quotes for furniture items, sourcing finishes, book carts, etc. for several libraries.
- Meeting with the Sun Prairie moving committee.
- Working with 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). Beginning to work on Summer Library materials. Working on logos for a couple of libraries.

Jean

- **Webinars/workshops hosted**
 - Annual Report Webinar, January 10
 - Summer Library Program and Early Literacy, January 17
 - Wild Wisconsin Winter Web Conference, January 22-23
 - CCBC Shorts, February 12
- **Meetings/Conferences hosted/attended**
 - All staff meeting
 - Consultant Team Meeting
 - Attended the Public Library Association Virtual Town Hall
 - State Agency Librarians monthly meeting
 - Attended the Administrative Council meeting
 - Attended the Wood County Library Board Meeting
 - Lead the Kit Team meeting
 - Attended Library Legislative Day and met with Representative McCarville, Senator Keyeski, and Representative Subeck
- **Upcoming Webinars/CEs**
 - Making Your Website More Accessible, March 11
- **Statewide Events/Projects**
 - Sound checks for Wild Wisconsin Winter Web Conference sessions
 - Attended the monthly Continuing Education Consultant meeting
 - Hosted three webinars for Wild Wisconsin in the Reference & Readers Advisory track
 - Backup hosting for four Wild Wisconsin webinars
- **IDEA Project**
 - Attended the monthly IDEA Team meeting
 - Processed paperwork for grant recipients

- **Director Support & Certification**
 - Met with Caitlin Opatik, Reedsburg Public Library, to cover certification process
 - Processed Wisconsin Library Association memberships for member library directors
- **Coordinator duties**
 - Regular check-in meetings with Shannon Schultz
 - Attended regular Coordinator meetings
 - Regular check-in meetings with Consultant Team members
 - Validated certification summations for library directors
- **Other Projects/work/meetings**
 - Consulted with Kristi Ruggles at Lettie Jensen Library in Amherst on merging library cards in OverDrive and Libby
 - Met with Wendy Rawson, Fitchburg Public Library, to talk about the process for staffing a brand new library to share with Cottage Grove
 - Met with Laura Solomon to discuss web accessibility webinars
 - Met with Kerri Hilbelink to work on Kit Team agenda and next steps
 - Attended CPR and AED training
 - Met with Katie Strong, OverDrive, to learn more about purchasing and Advantage accounts
 - Consulted on a variety of OverDrive/Libby questions
 - Assisted member library staff with access to the Ryan Dowd online training content
 - Updated the kit/equipment web page, added calendars, and set agenda for next meeting
 - Updated the statistics for the CCBC Shorts and other CCBC webinars
 - Set up a time and date for a tour with Middleton Public Library staff as part of their inservice day

Mark

General:

- Kicked off 50th SCLS Anniversary event planning
- Met with Carol Hassler (2025 Wisconsin Library Association Conference Chair) and Shauna Koszegi (Southwest Wisconsin Library System) to talk about accessibility and inclusion at the 2025 WLA Conference
- Met as part of the Wisconsin Library Association Leadership Development Institute planning committee
- Hosted Adult and Inclusive Services Check-in Meeting
- Attended 2025 Wild Wisconsin Winter Web Conference
- Met with the SCLS Kit Team
- Attended the WLA Library Legislative Day - Met with Sen. Kelda Roys' staff, Rep. Sheila Stubbs, and Rep. Tony Kurtz. All excellent library champions.

Inclusive Services:

- Attended the Sun Prairie Public Library's Community Advisory Committee inaugural meeting
- Attended the Ryan Dowd Homelessness Training about Personality Disorders
- IDEA Team –
 - Working with Elkid Alvarez Maldonado, to plan a statewide BIPOC (Black Indigenous and People of Color) – centered Unconference. Determining a conference site.

- Met with the IDEA Team to continue planning inclusive mini-grants and a statewide network for BIPOC library staff
- Scheduled an introduction to social work internship webinar for April 9th

Workforce Development

- Attended workforce development webinars:
 - CareerOneStop for New Americans
 - Digital Literacy and Resilience: Resources to Support Digital Skill-Building
 - Effective Outreach and Recruitment of Underserved Populations
 - Uniting Forces: The Essential Role of Workforce Development Professionals in Today's Economy
 - National Origin & Ancestry Discrimination Webinar
- Met with Rodrigo Valdivia from Dane County, Tamara D. Grigsby Office for Equity and Inclusion to discuss workforce development programs for underrepresented workers in the county and associated organizations. Connected with the Workforce Development Board of South Central Wisconsin (WDBSCW) Business Services Team
- Met with Shauna Koszegi (SWLS) and Chris Baker (DPI) to schedule meet-n-greet meetings between southwest Wisconsin organizations and southwest Wisconsin libraries
- Attended the monthly WDBSCW Business Services Team

Rose

- 1 week out of office.
- Email & phone contacts: provided updated steps for managing table rows (Arpin), emailed about potential website changes (Cambridge), troubleshooting web forms customization (Verona), provided event registration examples (Lodi), discussed website hosting change (Waunakee), restored deleted web page (Rock Springs), met with alternative web hosting vendors, shared info about LINKcat API (Madison), created website editing account (Black Earth), requested DNS change for library website domain name (Brodhead).
- Library websites:
 - Website theme/config changes: Monticello, Reedsburg, Verona.
 - Website migration to SCLS hosting in progress: Monona.
 - Renewed .info domain names; contacted .org and .com domain name sites about renewal length.
- Drupal 10 upgrade: project planning for remaining 2 Drupal 7 Madison websites.
- LINKcat: production Discovery Layer JavaScript tweaks.
- Committees: attended Discovery Interface Subcommittee meeting & ILS Evaluation Discovery Layer Work Group meeting, reviewed draft report for ILS Evaluation DL Work Group, drafted & sent Library Innovation Subcommittee agenda.
- SCLS website: added/removed homepage slides, corrected configuration setting for member library directory detailed contacts lists, posted updated Delivery employment file, updated equipment reservation form, assisted with posting and deleting files, changed configuration to support website searches returning large result sets.

Shawn

- Strategic Planning
 - Finished final draft of the Verona Public Library's strategic plan
 - Baraboo

- Working with Tim Drexler to identify data needs for the library's plan
 - Writing sections of the plan
 - Bi-weekly meetings with library director to discuss action steps
- Youth Services
 - Presented Early Literacy and the Summer Library Program webinar on Jan. 17th
 - With Deb Haeffner, created and publicized summer library program graphics that are available to all SCLS member libraries
 - Identifying potential incentive partners for the Summer Library Program
 - Updating SCLS youth services web pages
 - Helping library staff connect to Summer Library Program online materials
 - Identifying potential speakers for 2025 youth services cont. ed. programs
- Inclusive services, with Mark Jochem
 - Working with Sun Prairie's Community Advisory Committee to identify 2025 goals and projects
- I attended the American Library Association's conference in Phoenix, Jan. 23 - 27
- Meetings attended
 - SCLS all-staff meeting
 - SCLS consultant team meeting
 - Check in meetings w/Jean Anderson
 - Kit Planning group meeting

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 2,190,681 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 Angie W. Cox Public Library (Pardeeville), Belleville Public Library, and Reedsburg Public Library.
 - Updated Windows on digitization kit laptops.
 - Installed the latest software version for the Indus BookScanner.
 - Items from Reedsburg Public Library were scanned on the Indus BookScanner.
 - Cleaned up metadata in CONTENTdm.
 - With help from Deb Haeffner, updated the SCLS Digitization and Public Libraries Fact Sheet. It was handed out at Library Legislative Day.
 - Had Recollection Wisconsin administrators update Poynette Area Public Library's logo and banner area on their RW collection..
 - Listened to a webinar: Improving the Accessibility of Crowdsourced Transcriptions.
 - Preparing for a program about Recollection Wisconsin that will be given at Poynette Area Public Library on February 20.
- 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.
 - Working on drafts for the following sections of the project outcomes:

- Advice for descriptive practices (with Jodi Kiffmeyer)
 - Controlled vocabularies and subject headings
- Kit team:
 - Met with the team.
 - Provided phone support to Marshall Public Library for issues they are having with the DVD Burner kit.
 - Met with Emily Peterson about updating the laptop that is in the Scanning Kit.
- Other:
 - Attended (virtually) a Recollection Wisconsin Steering Committee meeting.
 - Attended the Sauk County Library Board and Directors meeting at Carnegie-Schadde Memorial Public Library (Baraboo).
 - Attended (virtually) the WPLC Historical & Local Digital Collections Committee meeting.

Tim

- **Library strategic plans** – In January, I worked with Shawn Brommer, SCLS Community Engagement and Youth Services Consultant, on the strategic plans for the Verona Public Library and the Carnegie-Schadde Memorial Public Library in Baraboo. On 1/15, Shawn and I met with Stacey Burkhart (Director) and Julie Harrison (Youth Services) of Verona PL to discuss revisions to a draft version of the plan, including changes to some of the data elements. For Carnegie-Schadde Memorial PL, I created a data dashboard summarizing the results of their community survey using Tableau. I also worked on collecting and visualizing data for the standard set of tables and charts we make available to libraries in the early stages of their planning process.
- **Fast Facts data dashboard** – One of my current projects is redesigning the [Fast Facts data dashboard](#). This dashboard summarizes data from DPI Annual Reports for individual libraries and aggregated by county. I plan to add more charts to the dashboard to visualize five-year data trends for the key metrics while maintaining some of the “big number” feel of the current dashboard version. The Fast Facts dashboard tends to be popular among SCLS libraries as well as libraries throughout the state (every Wisconsin public library is included), so I hope this redesign will further enhance the dashboard’s utility.
- January/February meetings:
 - Led the SCLS Scripting and Reports Team meeting on 1/14.
 - Led the ILS Reports Team meeting on 1/16.
 - Attended a meeting of the ILS Evaluation Reports Workgroup on 1/28.
 - Joined the SCLS Resource Sharing Workflows Workgroup on 2/6.

Tracie

Meetings

- SCLS MMM Meetings
- Consultant Team Meetings
- Meeting with Jean
- Columbia County Library Board Meeting
- SCLS Foundation Meeting
- Cluster 2 Meeting (Columbia County)

Projects

- Online Update
- Top 5 (weekly)
- Continued prep work for Annual Report
- Presented Annual Report Webinar
- Update SCLS Foundation Donor List/Member List
- Upcoming CE Email Blast

Training/Conferences/Events

- Minors, Libraries and the Law
- Public Libraries Standing Up, Standing Together
- Standing Up For Libraries: The Next 100 Days
- Infosec Training
- WWWWC: Developing a Personal Cultural Humility Toolkit
- WWWWC: Books are Our Brand: Reinvesting in RA
- WWWWC: Out With the Old: Ditching Harmful Management
- WWWC: Up or Out: Smarter Ways to Get Library Employees Back on
- WWWC: Teams and Texts and Slack - Oh My! Effective Workplace
- WWWC: Crucial Conversations

Emails/Phone/Zoom

- Multiple Annual Report Questions