

Director's Report

February 2025

My Activities

The auditors from Baker Tilly were at SCLS headquarters during the week of February 10. We continue to supply details and documentation; a representative will provide the finalized audit report to the SCLS board at its April meeting.

I have been assisting McMillan Memorial Library in their search for a new director. A decision will be made by the library board soon.

Safety Activities

Workplace safety, both inside and outside of our building, has been a priority of mine. To date, we now have nine staff members certified in the administration of AED, CPR, and first aid. We now have purchased an AED unit and first aid kits throughout the building. All staff have put out a live fire with a fire extinguisher, has received training on our fire alarm/security system, notification procedures, and evacuation of the building. They understand the spaces to be used as tornado shelters, which have been outfitted with disaster preparedness and emergency contacts information, and survival kits. Staff will participate in random drills and quizzes throughout the year, along with some fun safety activities. Our next training will involve workplace violence preparedness.

Delivery

Our delivery department has been very busy recently. The shipping company used to extend our reach and connect to Wisconsin's northernmost public library systems has suspended their operations to everyone outside of the Green Bay area, effective at the end of this month. This was an unexpected event; however, our delivery crew immediately engaged in efforts to find reasonable solutions. I continue to be amazed by the cohesion, dedication, and flexibility of our delivery managers and staff.

Our drivers continue to face challenges with safe conditions in the field. Our most recent injury involved a driver attempting to get a cart of materials bins into a library that had not cleared the pathway after our big snowfall. In his attempts, our driver slipped and hit his face on the cart. As a former public library director, I understand the challenges that libraries face with having snow cleared early; however, the system is choosing to prioritize the safety of our staff. In response, we have instructed our drivers not to attempt delivery in such conditions and to suspend service to such libraries until the following day, when conditions have improved.

ILS (Online Catalog) Evaluation

Our member libraries have been evaluating our current ILS and other products from two other vendors for a potential migration to a new online catalog, for some time. The ILS Evaluation Lead Workgroup has led this process and will provide its findings and present a recommendation at the March All Directors meeting. Member directors will have two months to ask questions and consider the proposal before they make a formal decision by vote at the All Directors meeting in May. All minutes and discussion have been posted on the SCLS website since the beginning of the process, and the information is shared with member libraries biweekly on our "Top 5" notification emails.

Respectfully submitted by,

Shannon M. Schultz