

June 2024 Report for Board and AC (May 8 - June 12, 2024)

Deb

- Met with Lakeview to discuss flooring options for the meeting/programming room. Ordered task chairs and tables. Still working on flooring options. Waiting for a quote for children's shelving.
- Looking for lounge chairs for Adams County Library.
- Met with Monona to discuss new lounge chairs and wallcovering for Study Rooms. Working on getting quotes for computer tables and lounge chairs.
- Meeting with Cambridge to discuss converting a Study Room for Makerspace use and reupholstering options for children's lounge chairs. Working on getting quotes.
- Met with the Library Building and Spaces Group (statewide programming)
 - Discussing presentations/workshops. Working on web resource lists
- Met with Fitchburg to discuss creating a Conference Room niche in existing space.
- Met with McFarland to discuss some space planning.
- Watching virtual presentations from the Neocon Show in Chicago (Furniture & Design Conference)
- 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). Still printing Summer Library Program materials.

Jean

- **Webinars/workshops hosted**
 - CCBC Shorts, May 8
 - Navigating the Terrain of Change, May 9 (in person)
 - Navigating the Terrain of Change, June 10 (webinar)
 - Follow-up sessions to Navigating the Terrain of Change, June 11 (2 Zoom sessions)
- **Meetings/Conferences hosted/attended**
 - All Directors Meeting, Carnegie-Schadde Memorial Public Library in Baraboo
 - Attended the Library Innovation Subcommittee
 - Attended regular staff meetings
 - Led monthly Consultant Team meetings
 - Facilitated a discussion about database authentication
- **Statewide Events/Projects**
 - Attended the monthly statewide Continuing Education Consultant meeting
 - Confirmed speakers for Trustee Training Week webinar series
- **IDEA Project**
 - Attended monthly IDEA Team Meeting
 - Hosted IDEA Team events
- **Director Support & Certification**
 - Consulted with directors about certification
 - Processed CE Grant and Scholarships for library directors and staff
- **Coordinator duties**
 - Attended bi-monthly Coordinator meetings
 - Met with Shannon Schultz for regular check-in meetings
 - Met with Consultant Team for regular check-in meetings

- Attended the Wisconsin Public Library Consortium Board meeting as the SCLS representative
- **Other Projects/work/meetings**
 - Facilitated Kit Team meeting
 - Vacation May 30 - June 5
 - Started the BrightSign Academy to learn the software for our display signs
 - Started a trial of Learn with NovelList
 - Assisted two libraries with questions about starting an Individual Advantage Account
 - Worked on the Consultant Team portion of the SCLS Mid-Year and 2025 Budgets
 - Working with IFLS Library System to bring Becky Spratford to SCLS in October

Mark

General:

- Met with the Staff Engagement Team to plan the Dedication event for the Hamon Meeting room, in honor of former SCLS Director, Peter Hamon. The event took place on June 10th with wonderful turnout and great stories shared.
- Hosted the Adult Services and Inclusive Services Check-in Meeting
- Attended the Kit Team Meeting. Current projects, reviewing existing kits and determining usage
- Vacation time – 5/20-5/23
- Met with the 2024 WLA Conference Committee as Chair. Received over 70 program proposals.

Inclusive Services:

- Had a follow-up discussion with Brian Cole at Mazomanie regarding staff survey to discover needs and accommodation needs from staff
- IDEA (Inclusion Diversity Equity in Action) Team (W/Jean Anderson):
 - Attended a workshop at the Wintergreen Convention Center in Wisconsin Dells presented by Dr. Alonzo Kelly. Also attended a follow-up session in June.
 - Continued work on an Advisory Committee to plan a convening/"unconference" centering the BIPOC (Black, Indigenous, and People of Color) library staff member experience. This event will take place in Spring 2025
- Social Work Intern Cohort:
 - W/Shawn Brommer: met to discuss an information sheet to help inform prospective social work interns what libraries do
 - The Cohort met at the end of May for a check-in meeting
 - Will be working to open up the cohort to more SCLS members
- SCLS HQ is flying an [LGBTQ Pride Progress flag](#) in recognition of LGBT Pride Month.

Workforce Development:

- Co-facilitated an all-day workforce development workshop at the Brown County Library in Green Bay. It had excellent reception and turnout with just under 20 library staff members from the north east corner of the state in attendance
- Attended a Libswork meeting, a national group of librarians engaged in workforce development initiatives in libraries
- Met with Julie Enloe of the Workforce Development Board of South Central Wisconsin (WDBSCW) and Laurie Freund of Bridges Library System to share information and plan a webinar for early August
- Attended a monthly meeting of the Business Services Team of the WDBSCW
- Attended a monthly meeting of the Library Workforce Connection group

- Continuing the work with Shauna Koszegi of Southwest Wisconsin Library System and Chris Baker of the Department of Public Instruction for a workshop in the south- and southwest region of the state
- Compiled and shared out job seeker events and small business trainings to member libraries for the month of June

Rose

- Email & phone contacts: troubleshooting link issue (McFarland), shared documentation steps for linking to files (Reedsburg, Randolph), looked for calendar setting to show end date (Cross Plains), advised on Views configuration question (Verona), assisted with resetting website editing account password (Rosholt) and email (Verona), created/updated website editing accounts (Verona, Pardeeville, Portage), shared info about calendar web page caching (Poynette), invited new staff blog account (Spring Green), suggested library website examples with blog-type features (Monticello), suggested additional reference resources (Waunakee), unlocked account after too many login attempts (Portage).
- Library websites:
 - Website theme/config changes: Madison, WI Rapids, Monticello, Pardeeville, Rock Springs.
 - Tested & implemented Drupal core & module updates.
 - Feature updates on all sites: added aggregation setting to improve calendar performance.
 - Website migration to SCLS hosting in progress: Monona.
 - One-on-one training/Q&A: Monticello, Pardeeville.
- Drupal 10 upgrade: continued project planning and updating documentation.
 - SCLS website migrations in progress: SCLS.info.
- LINKcat: attended SirsiDynix & Polaris demos & completed checklist.
- Committees: attended Discovery Interface Subcommittee meeting, drafted & sent Library Innovation Subcommittee agenda, led Library Innovation Subcommittee meeting.
- SCLS website: added/removed homepage slides, removed "Get in the Van" Delivery blog, adjusted configuration for Delivery Network List.

Shawn

- Strategic Planning - working on plans with the following libraries:
 - Black Earth
 - Cross Plains
 - Cambridge
 - On the horizon:
 - Mazomanie
 - Verona (assistance)
- Youth Services:
 - Held virtual youth services check in meeting
 - Helping library staff prepare for Summer Library Programs
 - Answered questions about copyright and:
 - Recorded programs
 - Storywalks
- Intellectual Freedom
 - With Tracie Miller, created & delivered an Intellectual Freedom presentation to SCLS board

- With Tracie, creating a First Amendment Audit presentation for the Southwest WI Library System
- With Tracie Miller, updating Intellectual Freedom presentations for fall staff inservice days at member libraries
- Continuing Education
 - Planning Fall CE programs:
 - Early literacy (Sept. webinar)
 - Collection Development (Oct - in person)
 - Annual Youth and Teen Services (Nov - in person)
 - CCBC Shorts webinars
- Other:
 - With Corey Baumann, led tour of SCLS building for Reedsburg staff
 - Attended the Hamon Meeting Room Dedication with Peter & Ann Hamon
 - Monthly staff meetings
 - Monthly check in meetings with Jean Anderson
 - Working on updating program kits with the Kit Kat team
 - Project meetings with colleagues
 - Lots of phone calls about strategic plans, summer library program incentives, CE presentations.

Tamara

- Local History Digitization Projects:
 - Responded to emails and provided guidance to library staff about digitization projects.
 - Uploaded new materials from Angie W. Cox Public Library (Pardeeville) and Reedsburg Public Library to upload to CONTENTdm. The materials will be included in the June harvest to Recollection Wisconsin and the Digital Public Library of America (DPLA).
 - With Tim Drexler, updated the Recollection Wisconsin (RW) data dashboard. Items from SCLS member libraries' collections have had 1,816,836 views.
 - Visited the Reedsburg Public Library, met with Janet Gasser about the library's digitization project.
 - Tested Windows 11 with new laptops for scanning kits (1 to 5) and the cassette kit.
- 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.
- Other:
 - Met with the Kit Team. Met with Craig Ellefson about updating the Scanning (Maker) Kit.
 - Listened to a DPLA webinar: Practical Approaches to Reparative Description Workshop Series: Special Projects in Reparative and Inclusive Description.
 - Attended (virtually) the May All Directors meeting.
 - Attended the May Sauk County Library Board and Directors meeting.
 - Attended (virtually) the Recollection Wisconsin Steering Committee meeting.
 - Created the June SCLS Report for County Library Board and Directors' meetings.
 - Took notes for the June Library Innovation Subcommittee meeting.
 - Started the June CE Planning Team agenda.

Tim

- **SCLS adjacent county reimbursement summaries** – In early June, I created a series of data dashboards for libraries in Columbia, Green, Sauk, and Wood Counties, charting inter-county, non-resident circulation, and associated payment data. The dashboards use service data compiled for the DPI Annual Report and include county-level summaries as well as information about circulation, income, and expenses for individual county libraries. In addition to data from the 2023 Annual Report, I gathered service data from 2016 onward to highlight trends and outliers.
- **Cross Plains Community Survey Results dashboard** – At the request of Elizabeth Clauss, Director of the Rosemary Garfoot Public Library in Cross Plains, I drafted several data visualizations using results from the library's 2024 Community Survey. The charts I designed could either be used in the library's in-progress Strategic Plan or serve as inspiration for revised graphics that will better fit the Plan's context.
- **May/June meetings:**
 - Attended the Madison Public Library Administrative Data Team meeting on 5/10.
 - Attended the bi-monthly WI Department of Public Instruction Library Services Data Workgroup meeting on 5/15.
 - Monitored member library voting for Overdrive Advantage funding levels at the SCLS All Directors meeting, 5/16.
 - Led the SCLS ILS Full Reports Team meeting on 5/17.
 - Led the SCLS Scripting & Reports Team meeting, 5/21.
 - Participated in the SCLS Library Innovation Subcommittee meeting on Tuesday, 6/11.

Tracie

- **Meetings**
 - MMM Staff Meeting
 - Consultant Team Meeting
 - Check-in Meeting with Jean
 - Poynette Library Board Meeting (Chapter 43)
 - Library Data Services Meeting (DPI)
 - Randolph Library Board Meeting (Chapter 43)
 - All Directors Meeting (Baraboo)
 - Columbia County Library Board Meeting (Portage)
 - Wyocena Library Board Meeting (Director Search)
 - Portage County Library Board Meeting (Director Search)
 - SCLS Board of Trustee Meeting (presented Intellectual Freedom training with Shawn)
- **Projects**
 - Online Update (x2)
 - Top 5 (weekly)
 - Working with Portage County on their Director Search
 - Reviewed applications
 - Working with Randolph Library Board on their Director Search
 - Sent Adjacent County Reimbursement Requests to County Clerks

- Prep for July Marshfield/Marathon Closed Border Meeting
- Set up Intellectual Freedom/First Amendment Audit Trainings w/Shawn for SWLS, Stoughton Library, and Sauk County Library Board
- Training/Conferences
 - Infosec Training
 - Navigating the Terrain of Change
 - Introduction to Data Equity
- Emails/Phone/Zoom
 - Portage County - multiple emails/zoom meetings involving director search
 - Randolph - multiple emails and phone calls about Board meeting and director search
 - Madison - defining programs and self-directed programs
 - New Glarus - Grant writing questions
 - Vesper - Grant writing questions
 - Rio - Library Board responsibilities
 - Poynette - Friends Board issue
 - Wyocena - multiple emails about director search
 - Rome - Salary information
 - Pittsville - Website domain name question