

## July 2024 Report for Board and AC (June 12- July 10, 2024)

### Deb

- Ordered shelving for Lakeview. Still working on flooring options.
- Looking for lounge chairs for Adams Co. Library.
- Getting quotes for furniture and computer tables for Monona.
- Received quotes for Cambridge furniture and reupholstery. Working on a presentation to make it clear.
- 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. Have received some quotes and will discuss options. Ordered some new tables for the space.
- Working with a couple of libraries to gather information and pricing for a Facilities grant due July 11. Created the layout of an addition for Vesper so she could try to get a rough cost.
- Ordering carpet samples for Madison Central's Community Room. Will meet with them to see if any of them work in the space.
- Met with shelving installers at Oregon to try to get the punch list items identified and to get a quote for a few additional items.
- 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

- **Meetings/Conferences hosted/attended**
  - Facilitated the Kit Team meeting
  - Hosted the monthly State Agency Librarians meeting
  - Attended the Administrative Council meeting
  - Attended regular all staff meetings
  - Hosted the monthly CE Planning Team meeting
  - Co-hosted the New Director Mentor check in with Tracie Miller
  - Met with Kerri Hilbelink to create the agenda for the next Kit Team meeting
  - Planning for July 18 All Directors Meeting including registration, catering, etc.
  - Attended the Mini-Conference: The Supportive Library: Helping Patrons Experiencing Homelessness
  - Attended the Hamon Room dedication
- **Upcoming Webinars/CEs**
  - Added the dates for CCBC (Cooperative Children's Book Center) Shorts
- **Statewide EventsProjects**
  - Met with Leah Langby, IFLS Library System
  - Attended the monthly System Continuing Education Consultant's meeting
  - Met with Thomas Pugh to discuss his presentation for Trustee Training Week
  - Confirmed all speakers for Trustee Training Week and started promotion of the series
  - Confirmed two speakers for Wild Wisconsin 2025
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- **IDEA Project**
  - Attended the monthly IDEA Team meeting

- Met with Tracy Herold and Emily Whitmore about the Consultant mini grant process for the IDEA Team
- **Director Support & Certification**
  - Met with Natalie Jones, director of the La Valle Public Library, to review regular certification process and for the SCLS annual visit
  - Consulted with member library directors on certification, WLA memberships, and grants
  - Consulted with directors about upcoming fall certification courses
- **Coordinator duties**
  - Met with Coordinators for our bi-monthly meetings
  - Led the monthly Consultant Team meeting
  - Conducted regular check-in meetings with Consultant Team staff
  - Met with Shannon Schultz for regular check-in meetings
- **Other Projects/work/meetings**
  - Attended the Wisconsin Public Library Consortium Digital Archives Backup meeting as the Board Liaison
  - Met with Becky Spratford to discuss October 16 workshop
  - Met with Shannon Schultz and Shawn Brommer to discuss SCLS Strategic Plan
  - Met with Shannon Schultz and Tim Drexler to review the voting process for the July All Directors meeting
  - Worked with Tamara Ramskin on the Professional Collection orders
  - Participated in a trial of Learn with NovelList
  - Consulted with library staff on OverDrive/Libby support questions
  - Completed additional online for our Brightsign displays in the lobby and delivery
  - Consulted with library staff about Interlibrary Loan questions
  - Contacted Ebsco about duplicate/triplicate copies of journals
  - Met with Laura Sauser, Executive Director of WLA, in advance of their WLA Board meeting to test out technology
  - Registered for the United for Libraries Virtual Conference

## Mark

### General:

- Attended the Kit Team Meeting to discuss process for managing the kit collection
- Continued work on the 2024 WLA Conference Committee as Chair:
  - Met with the planning committee
  - Finalized the major speaker line-up
  - Sent and received completed program session presenter agreements
- Attended the continuing education planning committee meeting
- Attended the Green Co. Library Director and Board meeting in Belleville

### Inclusive Services:

- Began searching for speakers or resources for a trauma-informed readers' advisory continuing education opportunity
- IDEA (Inclusion Diversity Equity in Action) Team (w/Jean Anderson):
  - Met with the IDEA Team to discuss future goals for the project

- Continued work on an Advisory Committee for an “unconference” centering the BIPOC (Black, Indigenous, and People of Color) library staff experience. The Advisory Committee application will be live July 16th
- Working with WiLS on a sponsored care package for attendees
- Social Work Intern Cohort:
  - W/Shawn Brommer – created an information sheet draft for members of the cohort to review
  - Opened up the Social Work Intern Cohort to additional member libraries. Drafted an Online Update article to inform SCLS member libraries
- Attended Library 2.0 afternoon workshop series, “The Supportive Library” to learn about

#### Workforce Development:

- Met with Julie Enloe (Workforce Development Board of South Central Wisconsin) and Laurie Freund (Bridges Library System) to discuss final speaker line-up for the Ready for Reentry webinar on August 13th
- Assisted Callie Armstrong at Marshall Public Library with ways to assist job seekers with low literacy, low digital literacy, and unemployment insurance questions
- Attended a monthly meeting of the Business Services Team of the WDBSCW
- Attended a monthly meeting of the Library Workforce Connection group
- Met with Shauna Koszegi (Southwest Wisconsin Library System) and Chris Baker (Wisconsin Department of Public Instruction) to finalize a needs assessment survey in preparation of a training opportunity
- Attended a webinar highlighting workforce development strategies for assisting rural residents
- Compiled and shared out job seeker events and small business trainings to member libraries for the month of July

#### Rose

- Email & phone contacts: created/updated website editing accounts (Columbus), resolved website login issue (Randolph).
- Library websites:
  - Website theme/config changes: Lodi, Albany, Pardeeville, Oregon, Monticello.
  - Tested & implemented Drupal core & module updates.
  - Feature updates on all sites: added web header rules to prohibit search engines indexing outdated copies of websites on development server.
  - Website migration to SCLS hosting in progress: Monona.
- Drupal 10 upgrade: continued project planning and updating documentation.
  - SCLS website migrations in progress: SCLS.info.
- LINKcat: attended ILS Evaluation Discovery Layer Work Group, posted LINKcat slides.
- Committees: posted Library Innovation Subcommittee minutes.
- SCLS website: added/removed homepage slides, trained Delivery staff on web page maintenance, reviewed exit procedures for SCLS staff related to website/server accounts, added contact forms for new board members, removed references to discontinued BadgerLink databases.

#### Shawn

- Strategic Planning - working on plans with the following libraries:
  - Black Earth
  - Cross Plains
  - Cambridge
  - On the horizon:

- Mazomanie
  - Verona
  - Baraboo
- Youth Services:
  - Providing support and answering questions about the Summer Library Programs
  - Planning Early Literacy Webinar (Sept.)
  - Planning Annual Youth Programming workshop (Nov.)
  - Answering questions about unattended children, summer lunch sites, collection development, and youth programming
- Intellectual Freedom
  - 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
- Other:
  - Monthly staff meetings
  - Monthly check in meetings with Jean Anderson
  - Working on updating program kits with the Kits team
    - Weeding board book kits
    - Gathering recommendations for new kit resources
    - Project meetings with colleagues
    - Engaged in phone calls about strategic plans, summer library program incentives, CE presentations, and other areas of support
  - Took vacation time

## 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 1,858,034 views. July had 41,198 views, the most monthly views since we have been tracking the data!
  - Scanned materials for Reedsburg Public Library on the Indus BookScanner.
  - Met with Chloe who is working on a project digitizing materials from the Goodman Foundation for Madison Public Library.
  - Updated the Local History Digitization pages on the SCLS website.
  - Listened to the DPLA Open Board and Community Meeting (on Zoom).
  - Started working on a presentation that will be part of the July 26 WiLS World Shorts webinar about SCLS' participation with Recollection Wisconsin.
- 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.
  - Met with the WPLC Archive project workgroup.
- Recollection Wisconsin Inclusive Metadata Workgroup
  - Met for the first time with the group. Started reviewing existing materials and preparing for the next meeting. The group will be meeting bi-weekly for the next 16 months.
- Professional Collection:

- Weeded serials.
- Ordered new books for the collection.
- Other:
  - Met with the Kit Team.
  - Created the July CE Planning Team meeting agenda.
  - Took notes at the July Consultant Team meeting.
  - Reviewed documents for a pilot Community of Practice project for the WPCL Historical and Local Digital Collections Committee.

## Tim

- **Data Training Certificate Project sponsorship** – In June, multiple Madison Public Library Data Team members contacted me to ask whether I would be willing to act as a Project Sponsor for a Data Training Certificate Program piloted by the City of Madison Data Team. The Project Sponsor acts in a mentoring role, answering technical questions, helping set goals, and monitoring progress on the project. As a Sponsor, I will also attend a program closing session on August 22<sup>nd</sup>, during which participants will deliver presentations about their projects as well as their plans to continue using the project deliverables in the longer term.
- **CONTENTdm digitized materials metadata** – I've been making progress on a scripting project designed to reformat metadata for digitized items stored by SCLS libraries in CONTENTdm. The script imports the item records and transforms the field data from Dublin Core format to MARC format. Storing the item metadata in MARC records should allow SCLS staff to import the data into LINKcat, enhancing their discoverability for library patrons.
- **Madison Public Library WiFi usage dashboard** – A significant data dashboard project I worked on in June involved WiFi usage data for the central library and branches of the Madison Public Library. The dashboard I created associates the WiFi data (client connection counts and data transfer volume) with individual wireless access points at MPL libraries. I used images of building floorplans to map the usage data to the access point locations within the libraries, allowing users to visualize which access points handle the most network traffic and which may be underutilized.
- June/July meetings:
  - Led the SCLS Scripting & Reports Team meeting, 6/18.
  - Led the SCLS ILS Reports Team meeting on 6/19.
  - Attended the Wisconsin ILS Admin Meeting, 6/20.
  - Met with Lucas Schneider (Madison Public Library Data Team) for Data Training Certificate project meetings on 7/2 and 7/9.
  - Met with Patrick Garvey (Madison Public Library Data Team) for an initial Data Training Certificate project scoping meeting on 7/3.

## Tracie

- Meetings
  - MMM Staff Meeting
  - Consultant Team Meeting
  - Check-in Meeting with Jean
  - Wyocena Library Board Meeting

- CE Planning Team meeting
- Projects
  - Online Update
  - Top 5 (weekly)
  - Working with Portage County on their Director Search
    - First and Second Interviews
  - Working with Randolph Library Board on their Director Search
  - Working with Wyocena (Funding and Director)
  - Sent Adjacent County Reimbursement Request Acknowledgements to Directors
  - Prep for July Marshfield/Marathon Closed Border Meeting
  - Prep for All Director CE (Policies)
  - Portage County Library 1yr Visit
  - New Director Check-in Meeting
  - Cambridge Library Director Visit Meeting (1 yr anniversary)
- Training/Conferences
  - Infosec Training
  - Library Policies for Today's Communities
  - Privacy and Wisconsin Libraries - Managers & Directors
- Emails/Phone/Zoom
  - Portage County - multiple emails/zoom meetings involving director search
  - Randolph - emails to repost director search
  - Mount Horeb - review cyber security policy, elections held in library building, board terms and elections of officers
  - New Glarus - grant writing questions (service area)
  - Wyocena - emails about director search
  - Monona - Facebook accounts
  - Poynette - new employee email list set-up
  - Madison - dream bus programs and statistics
  - Cambria - County reimbursement funds