

August 2024 Report for Board and AC (July 11 - August 14, 2024)

Deb

- Worked on a quote for a table for Arpin—ordered.
- Oregon Annual Visit and working on artwork. Ordered a few more furniture items.
- Working on new furniture and shades for Sequoya’s study room.
- Provided quotes for furniture and computer tables for Monona.
- Received quotes for Cambridge furniture and reupholstery. Making final changes.
- 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. Walls have been ordered.
- Met with Oregon to do an Annual Library Visit. While there worked on some punch list items and looked at additional art needs. Working on ordering a few more furniture items. Working on shelving and acoustical needs for the teen area and makerspace.
- Met with staff at Madison Central and looked at carpet samples for the Community Room. Also, looking for fabrics to reupholster cushions in the Youth Services area.
- Designed new signage for the SCLS offices. Updating and replacing some existing signs.
- Looked for some personal space seating options for Verona and provided quotes.
- 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).

Jean

- **Webinars/workshops hosted**
 - Policies & Records workshop after the July All Directors Meeting
- **Meetings/Conferences hosted/attended**
 - Attended the Wood County Library Board meeting
 - Hosted the monthly State Agency Librarians meeting
 - Attended and participated in the July All Directors Meeting
 - Facilitated the Kit Team meeting
 - Attended the bi-monthly all staff meetings
 - Lead the monthly Consultant Team meeting
 - Lead the monthly Continuing Education Planning Team meeting
 - Attended the quarterly Webinar Facilitator’s Meeting (a group of national webinar/CE providers)
 - Attended the United for Libraries Virtual Conference from July 30 - August 1
- **Continuing Education**
 - Trustee Training Week, August 19 - 23
 - Scheduled fall and spring 2025 CCBC (Cooperative Children’s Book Center) Shorts and Great New Books webinars
 - Provided CCBC Shorts and Great New Book attendance statistics to CCBC Librarians
- **Statewide Events & Projects**
 - Met with Misha Stone about presenting a webinar for Wild Wisconsin 2025
 - Attended the monthly IDEA Team meeting
 - Submitted the final budget information for the Professional Learning grants from DPI

- Attended the monthly Continuing Education Consultant meeting
- Conducted Sound/Tech checks for upcoming Trustee Training week webinars
- Met with Tracy Herold and Emily Whitmore to discuss IDEA Team Consulting Grants process
- **Director Support & Certification**
 - Met with Becky Anderson, director of the Rock Springs Public Library, to review certification renewal requirements
 - Visited with Jennifer Way to tour the new Oregon Public Library
 - Consulted on certification questions and validated Summations for directors
 - Consulted with directors on certification renewal process
- **Coordinator duties**
 - Met with Consultant Team staff for check-in meetings
 - Met with Shannon Schultz for regular check-in meetings
 - Attended regular Coordinator meetings
 - With Shannon Schultz, met with Rachel Arndt to discuss strategic planning for SCLS
 - Attended the WPLC Board meeting
- **Other Projects/work/meetings**
 - Met with Jill Porter at the Everett Roehl Marshfield Public Library for the annual library visit
 - Attended WiseGrants training for submitting LSTA (Library Services & Technology Act) information to the Department of Public Instruction (DPI)
 - Out of the office August 7 - 9
 - Coordinated a meeting with Jeni Schomber at DPI, Delivery Managers, and Consultants about statewide kits
 - Consulted with Madison Outerlibrary Loan staff about FirstSearch issues
 - Consulted with WPLC (Wisconsin Public Library Consortium) about possible AI generated content in Libby
 - Worked on Notable Books Panel book choices for fall Wisconsin Library Association Conference
 - With Consultant Team, updated the Consultant Services section of the SCLS Information Booklet
 - Answered questions about Individual Advantage Accounts for OverDrive
 - Set up a meeting with Portage County Public Library, Madison Outerlibrary Loan (OLL) staff, and SCLS staff to discuss having Madison provide OLL services. Currently, Portage County borrows on their own.
 - Working with Tracie Miller and Mark Jochem to coordinate a Library Card Sign Up month sticker order

Mark

General:

- 2024 Wisconsin Library Association Conference Chair work:
 - Met with and finalized keynote speaker lineup
 - Finalized tours and excursions plans
- Attended the Kit Team meeting to talk about reservation forms. Collected usage statistics for the kits from January – July 2024
- Visited Charles and Jo Ann Lester Library of Nekoosa and Columbus Public Library for annual library visits
- Hosted Adult and Inclusive Services Check-in Meeting

- Met with the SCLS Engagement Team to plan a staff cook-out for September
- Met as part of the Wisconsin Library Association – Leadership Development Institute planning committee to discuss the results of feedback surveys and start planning for the 2025 cohort
- Attended Library Innovation Subcommittee meeting

Inclusive Services:

- Assisted Jennifer Enders Way at Oregon Public Library with Inclusivity and Accessibility questions and resources
- Substitute hosted the Statewide Inclusive Services workgroup meeting
- W/Shawn Brommer – opened up the Social Work Intern Cohort to all member libraries
- IDEA Team – W/Jean Anderson and several library systems:
 - Attended monthly IDEA Team meeting to discuss plans for next year
 - Accepted applications from library staff statewide to participate in an “Unconference” Advisory Committee meeting. Received 9 applications.
- W/Shawn Brommer – made suggestions to create an “Inclusive Services” section as part of the Consultant Services section of the SCLS services guide

Workforce Development:

- Assisted Sara Hendrickson at E.D. Locke Public Library in McFarland with job seeker assistance questions
- Revised and added to the [Resources for Job Seekers](#) webpage resources to assist older job seekers
- Attended the Library Workforce Connection (LWC) statewide workgroup meeting
- Compiled and sent to member libraries job seeker events and small business training events
- Cohosted w/Laurie Freund of Bridges Public Library and Julie Enloe of the Workforce Development Board of South Central Wisconsin “Ready for Reentry” webinar. This webinar was attended by 53 people (43 attendees) live. It featured presenters from UW-Extension, LIFT Wisconsin, and the Wisconsin Department of Corrections.

Rose

- Out of office 1 week.
- Email & phone contacts: troubleshooting event date caching problem (DeForest), corrected DNS record to fix security error seen by some mobile visitors (Mount Horeb), created/updated website editing accounts (Oregon, Portage County, Adams County), shared documentation steps for linking to files (Belleville), troubleshooting LibraryAware widget installation (Sun Prairie), shared hero image dimensions (Dane County - Beyond the Page), shared configuration tips for online resources list (Oregon).
- Library websites:
 - Website theme/config changes: Adams County Library, Mount Horeb, Nekoosa.
 - Tested & implemented Drupal core & module updates.
 - Feature updates on all sites: installed patch for bug ‘Warning: Undefined array key "route:[language]...’ (Poynette), checked whether email address obfuscation module was installed on all sites and enabled for sites where it was missing.
 - 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: documented interface changes that need to be fixed in Bibliovation 7.4 & began making corrections.
- Committees: attended Discovery Interface Subcommittee meeting, drafted & sent Library Innovation Subcommittee agenda, attended Dane County Librarians meeting.
- SCLS website: added/removed homepage slides, updated custom font configuration for scls.info, selected and deployed free Google fonts for sclsfoundation.org, drafted new Program Equipment page, created new equipment pages, updated program equipment reservation forms.

Shawn

- Strategic Planning - working on plans with the following libraries:
 - Black Earth (almost finished)
 - Cross Plains (almost finished)
 - Cambridge (goal is to finish by Nov.)
 - Met in-person with Cambridge Board members on 8/14/24 to provide updates and to identify topics of interest
 - On the horizon:
 - Mazomanie
 - Reviewing board survey and creating summary of results
 - Verona
 - Providing survey examples
 - Goal is to have the plan finished by 12/31/24
 - Baraboo
 - Providing survey examples
- Kits
 - Met with Jeff Grandt-Turke & Carl Stratman (SCLS delivery) to discuss process for future requests for delivery assistance with statewide partners (8/13/24)
 - With Jeff & Carl, met with Jean Anderson and Jeni Schomber (DPI) to discuss future statewide delivery request process and procedures
 - Weeding board book kits
 - Attending Kit team meeting
- Annual Library visits
 - Verona, 7/19/24
 - Rio 7/31/24
 - Setting up visit appointments for remaining libraries (Amherst, Monona)
- Consultant & other visits
 - Sauk City (new director visit/overview of youth services, community engagement, and strategic planning assistance)
 - Madison - head of youth services check in (working on Fall CE presentations for Madison YS staff)
 - Cambridge - met with director to discuss Strategic Plan processes and timeline
 - Met with the Exec Dir of Madison Youth Arts to discuss potential workshop presenters and ideas about potential partnerships

- With Tracie Miller, presented a webinar for the Southwest WI Library System about First Amendment Audits
- Fall presentation planning underway for:
 - Belleville staff inservice (Organizational culture)
 - Madison Youth Services (Early Literacy)
 - Verona (Intellectual Freedom - with Tracie Miller)
- 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
 - Updating youth services web pages
- Other:
 - Monthly staff meetings
 - Monthly check in meetings with Jean Anderson
 - Project meetings with colleagues
 - Engaged in phone calls about strategic plans, summer library program incentives, CE presentations, and other areas of support
 - Appointed to American Library Association's Graphic Novels & Comics Roundtable's program planning committee
 - 2-year commitment to help plan the Roundtable's programs at ALA conferences
 - Took 4 days 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 1,891,204 views.
 - Uploaded new materials to CONTENTdm for Poynette Area Public Library and Reedsburg Public Library.
 - Materials for Reedsburg Public Library were scanned on the Indus BookScanner.
 - Met with Samantha Seeman at the Cambridge Community Library to discuss organizing their local history materials and the process of starting a local history digitization project.
 - Attended (virtually) the August Recollection Wisconsin Steering Committee meeting.
- 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. Reviewing documentation created by similar institutions to identify concepts and policies that can be used as examples for this group's work.
- Professional Collection:
 - Ordered new books for the collection and prepared them for Kayla Linke to add to LINKcat.
- Other:

- Met with the Kit Team.
- Created the August SCLS Report for County Library Board and Directors' meetings.
- Attended (virtually) the July All Directors meeting.
- Attended the July Sauk County Library Board and Directors meeting.
- Visited the Stoughton Public Library for their annual SCLS visit.
- Took notes for the Library Innovation Subcommittee's August meeting.

Tim

- **Sun Prairie Public Library dashboards** – I completed a long-term project at the end of July, which involved the publication of a Tableau data dashboard for the Sun Prairie Public Library. The dashboard visualizes various aspects of library circulation data, including circulation by time, circulation by age group, titles most frequently placed on hold, and titles most frequently checked out. I'm also working with Sun Prairie PL Director Svetha Hetzler on a second dashboard that maps patrons by home address to different geographical units, such as school district attendance boundaries and municipal wards.
- **E.D. Locke Public Library (McFarland) dashboard/report request** – I received an e-mail from Library Director Heidi Cox requesting help reproducing an Excel spreadsheet report as a data dashboard. The spreadsheet, which Heidi creates manually every month, tracks year-to-date circulation by categories consisting of combinations of material format and audience. I've started dashboard development and plan to include data for all SCLS libraries in case other members are interested in tracking similar measures.
- July/August meetings:
 - Attended the bi-monthly WI Department of Public Instruction Library Services Data Workgroup meeting on 7/17.
 - Led the SCLS Scripting & Reports Team meeting, 7/17.
 - Led the SCLS ILS Core Reports Team meeting on 7/25.
 - Met with Patrick Garvey (Madison Public Library Data Team) for Data Training Certificate project check-in meetings on 7/18, 7/24, 8/1, 8/7, 8/9, and 8/13.
 - Met with Lucas Schneider (Madison Public Library Data Team) for Data Training Certificate project check-in meetings on 7/23 and 7/29.
 - Met with Liz Avery (Madison Public Library Data Team) for a Data Training Certificate project check-in meeting on 7/29.
 - Met with Director Emily Whitmore at the Spring Green Community Library for the annual library visit on 7/30.
 - Joined a project kick-off/restart meeting for the SCLS Resource Sharing Workflows Workgroup on 8/1.
 - Visited the Angie W Cox Public Library in Pardeeville and met with Director Kristina McGuire on 8/6.
 - Attended the SCLS Library Innovation Subcommittee meeting on Tuesday, 8/13.

Tracie

- Meetings
 - MMM Staff Meeting
 - Consultant Team Meeting

- Check-in Meeting with Jean
- Marketing Cohort Meeting
- All Directors Meeting
- Library Data Services Workgroup Meeting
- Columbia County Library Board and Director Meetings
- Joint Wyocena Library Board / Wyocena Village Board Meeting
- CE Planning Team meeting
- SCLS Foundation Board Meeting
- Library Innovation Subcommittee Meeting
- Wyocena Village Board Meeting
- Projects
 - Online Update
 - Top 5 (weekly)
 - Working with Wyocena (Joint Library)
 - Marshfield/Marathon Closed Border Meeting
 - Presented Policy CE at All Directors
 - Poynette Annual Library Visit
 - Rome 1 yr Director Visit
 - Vesper Annual Library Visit
 - Monticello Annual Library Visit & 1 yr Director Visit
 - Pardeeville 1 yr Director Visit
 - Presented SWLS 1st Amendment Audit CE (with Shawn)
 - SCLS Comparative Population and Card Holders to Vendors Spreadsheet Updated
 - SCLS Foundation Website Updates
 - Amherst 1 yr Director Visit
- Training/Conferences
 - Infosec Training
- Emails/Phone/Zoom
 - Adams County - Question about update bill paying software
 - Rock Springs- Questions about reimbursement from Sauk County
 - Brodhead - Closed Meeting procedures
 - Cambria - Cataloging Questions
 - Mazomanie - Fair Labor Law Changes
 - Sauk City - Service Population
 - Madison - Programs
 - Randolph - County Reimbursement
 - Oregon - SCLS Handouts / 2017 Annual Report
 - Portage - 2024 County Reimbursement Spreadsheet
 - Reedsburg - Sauk County 2025 Budget
 - Wisconsin Rapids - Salary information, compare libraries
 - Brodhead - Room Policy
 - Rio - Records, Board Treasure

