

September 2024 Report for Board and AC (August 15 - September 11, 2024)

Deb

- Provided quotes for furniture and computer tables for Monona. Chairs are ordered.
- Ordered furniture for Cambridge Makerspace and reupholstered chairs are being delivered.
- Met with the Library Building and Spaces Group (statewide programming)
 - Discussing presentations/workshops.
 - Working on web resource lists
- Going to Oregon for final punch list installation. Still working on shelving and acoustical needs for the teen area and makerspace. Ordered a few more chairs.
- Met with Deerfield for their Annual Library Visit.
- Met with staff at Madison Central. Still working on carpet options for the Community Room. We selected vinyl fabrics and ordered cushions in the Youth Services area.
- Meeting with Sun Prairie furniture selection group.
- Helping Lakeview find new flooring options for the Quiet Reading/Programming room.
- Ordered new furniture for Sequoya's small study room.
- Working with Columbus to do a Space Needs Assessment.
- 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**
 - 5 Trustee Training Week (TTW) 2024 webinars
- **Meetings/Conferences hosted/attended**
 - Hosted the Kit Team meeting
 - Attended the bi-monthly all staff meetings
 - Led the monthly Consultant Team meeting
- **Upcoming Webinars/CEs**
 - Early Literacy & Every Child Ready to Read Refresher, September 13
 - Tech Days, September 17 and 18
 - CCBC Shorts, September 25
- **Statewide Events/Projects**
 - Sound checks with Trustee Training Week speakers
 - TTW 2024: Everything You Want to Know About Book Challenges...and a Bit You Probably Don't with Tasslyn Magnusson
 - TTW 2024: Wisconsin Library Law with Kris Turner
 - TTW 2024: Making Each Other Look Good: the Library Board and the Library Director
 - TTW 2024: Organization & Best Practices for Boards
 - TTW 2024: Robert's Rules Refresher
 - Attended the monthly Continuing Education Consultant meetings
 - Met with Carol Hassler, Wisconsin State Law Library, about presenting for Wild Wisconsin 2025
 - Answered questions from trustees about Trustee Training Week webinars
- **IDEA Project**

- Met with Cole Zrostlik, La Crosse Public Library, to work on summary and evaluation of IDEA project for grant year 2023-2024
- Worked with IDEA Team members to facilitate Consulting Grants for libraries
- **Director Support & Certification**
 - Met with Wendi Dykstra, new director at the Hutchinson Memorial Library (Randolph)
 - Processed WLA Memberships for SCLS member library directors
 - Processed CE Grants for SCLS member library directors and staff
 - Validated Annual Summations for directors with upcoming certification renewal dates
- **Coordinator duties**
 - Met with Consultant Team for regular check in meetings
 - Met with Shannon Schultz for regular check in meetings
 - Attended the Coordinator meetings
 - Worked with Shannon Schultz on November 21 All Director planning
- **Other Projects/work/meetings**
 - Met with Portage County Public Library staff and Madison Public Library staff to discuss transitioning to Madison Public Library borrowing for Outerlibrary Loan on behalf of Portage County. Currently, Portage County Public Library borrows outerlibrary loan materials on their own.
 - Gave a tour to the Black Earth Public Library staff on their inservice visit to SCLS Headquarters
 - With Tracie Miller and Mark Jochem, coordinated the Library Card Sign Up Sticker order
 - Consulted on various OverDrive/Libby questions
 - Opened registration for October 16 Readers Advisory Workshop with Becky Spratford
 - Answered questions about Individual Advantage Accounts for OverDrive
 - Started the Database Renewal project with WiLS and the database team

Mark

General:

- 2024 WLA Conference Committee
 - Held an onsite visit at the KI Convention Center to help acquaint the committee members with the site
 - Opened up [conference registration](#), and scheduled more frequent meetings
- Met w/Amanda Wakeman for the Annual Library Visit at Columbus Public Library
- Scheduled Annual Library Visit with Marc Gartler for Sequoya Library and Alicia Ashman Library
- Vacation: August 21st through August 28th
- Tracie Miller attended the Green County Library Director/Board meeting while I was on vacation
- Met with the SCLS Staff Engagement team to finalize plans for the staff cookout scheduled for September 23rd
- w/Consultant team celebrated the year with dessert at Crumbl cookies

Inclusive Services:

- IDEA Team – w/ Jean Anderson and representatives from several other library systems and libraries
 - Attended the monthly IDEA Team meeting
 - Held the first Unconference Advisory Committee meeting. Discussed the Unconference parameters and our ‘ask’ of the group

- w/Shawn planning to resume work with Sun Prairie Public Library DEI (diversity, equity, and inclusion) Committee

Workforce Development:

- Co-hosted w/ Laurie Freund (Bridges Library System) and Julie Enloe (Workforce Development Board of South Central Wisconsin), the webinar: “Ready for Reentry” – featuring speakers from UW-Extension, LIFT Wisconsin, and the Wisconsin Department of Corrections. Over 40 attended the live presentation, 100+ registered
- Compiled and sent out monthly Job Seeker Events and Small Business Trainings listings to member libraries
- Attended the Forward Service Corporation quarterly meeting for Adams, Wood, and Portage counties
- Attended the event, “Winning with Wisconsin’s Workforce – AI in Practice.” This event featured a panel of speakers talking about AI application in tech, healthcare, and business start-ups

Rose

- Email & phone contacts: created/updated website editing accounts (Albany, Randolph), shared steps for adding menu links (Pardeeville), shared code for library value calculator (McFarland), discussed accessibility topics (Sun Prairie, Mount Horeb, Oregon).
- Library websites:
 - Website theme/config changes: Cross Plains, Oregon, Monona, Mount Horeb, Sun Prairie, Madison, Nekoosa.
 - Tested & implemented Drupal core & module updates.
 - Assisted with 2 new site configurations (Madison).
 - 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 Aspen Discovery Layer demo, attended Bibliocommons Discovery Layer demo, sandbox Discovery Layer JavaScript tweaks for Bibliovation 7.4.
- Committees: posted Library Innovation Subcommittee minutes.
- SCLS website: updated Lost in Delivery form/web page, added/removed homepage slides, posted updated projected fees PDF, updated equipment reservation form.

Shawn

- Strategic planning:
 - Assisting member libraries in various stages of the planning process:
 - 1) Cross Plains
 - 2) Black Earth
 - 3) Verona
 - 4) Cambridge
 - 5) Baraboo
 - 6) Mazomanie
 - Created new checklists and project management tools to streamline strategic planning processes
 - Held semi-weekly Zoom or phone meetings with individual library directors to discuss project progress

- Created and summarized results of Library Board and Public surveys
- Working with Tim Drexler to identify a standard list of data elements to include in strategic plans
- Wrote draft copy, collecting photos and other images for final plan narratives
- Youth Services
 - Summer Library Programs were successful in libraries this year, with several libraries reporting record participation numbers
 - Planning fall check in meetings, workshops, webinars, and other meetings
 - Working with publishers to receive free copies of soon-to-be-published books for the youth services review collection
 - Answering questions about program planning, collection development, and other topics
 - Annual puppet order is underway (with Heidi Moe)
- Kits
 - Weeding board book kits
 - Attending monthly work group meetings
- Continuing Education work
 - Planning Sept. 13th Early Literacy webinar
 - Assisting with Sept. 17th Early Literacy in-person workshop for Madison Public Library Youth Services Staff
 - Planning annual youth services programming workshop
 - Creating presentations for upcoming staff in-service programs at member libraries:
 - Belleville (with Jean Anderson)
 - McMillan/WI Rapids
 - Verona (with Tracie Miller)
 - Oregon
 - Continuing to serve on SCLS CE planning committee
- Other
 - Serving on WI Library Association conference planning committee (Mark Jochem is chair)
 - Serving on the Program planning committee for the Graphic Novels & Comics Roundtable (American Library Association)
 - Attended monthly staff meetings, check in meetings with Jean Anderson, strategic planning brainstorm sessions with Jean and Shannon, and other project-related discussions with colleagues.
 - Finishing up annual library visits with library directors
 - Continuing to work with Mark Jochem on various diversity, equity and inclusion projects.

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 1,910,158 views.
 - Uploaded new materials to CONTENTdm for Reedsburg Public Library

- New materials from Poynette Area Public Library and Reedsburg Public Library are being included with the September harvest to Recollection Wisconsin and the Digital Public Library of America (DPLA).
- Materials for Angie W. Cox Public Library (Pardeeville) were scanned on the Indus BookScanner.
- Met (on Zoom) with Wendy from Lester Public Library of Vesper to discuss sorting and organizing local history materials.
- 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.
- Kit Team:
 - Met with the team.
 - With Craig Ellefson, worked on updating the documentation and workflow for using the DVD burner kit.
- Other:
 - Visited Lodi Woman's Club Public Library for their annual SCLS visit.

Tim

- **Library Statistics Summary data dashboard** – In early September, I completed work on a new dashboard that visualizes ILS data from the monthly Library Statistics Summary report. The report and dashboard include data for all LINKcat libraries focused on circulation and holds (both monthly counts and year-to-date comparisons) as well as counts of materials loaned to and borrowed from other libraries. I hope library staff will find the data visualizations more engaging than the report spreadsheet, especially if they want to present the data to their Board or other library stakeholders.
- **Per Capita Service Measure Comparison** – Also in September, I published a dashboard comparing Wisconsin public libraries on various metrics taken from the DPI Annual Report. The dashboard calculates the value of the metrics either per capita or per 1000 residents based on either the population of the library's home municipality or the DPI-estimated extended service population, the latter of which attempts to account for non-resident library users. For a selected library, the bubble charts on the dashboard highlight the relative position of the library within a distribution of libraries in the same category, such as libraries in the same system or libraries in the same county. Because the dashboard includes data for all Wisconsin public libraries, I hope to make it available to libraries and users outside SCLS.
- August/September meetings:
 - Led the SCLS Scripting & Reports Team meeting, 8/14.
 - Met with Lucas Schneider (Madison Public Library Data Team) for Data Training Certificate project check-in meetings on 8/14 and 8/15.
 - Led the SCLS ILS Full Reports Team meeting on 8/21.
 - Attended the Closing Session of the City of Madison Data Training Certificate Program, 8/22.
 - Sat in on an SCLS Resource Sharing Workflows Workgroup meeting on 8/22.
 - Met with Shawn Brommer on 9/10 to discuss data elements of library strategic plans.
 - Led the SCLS Scripting & Reports Team meeting, 9/11.

Tracie

- Meetings
 - MMM Staff Meeting
 - Consultant Team Meeting
 - Check-in Meeting with Jean
 - Green County Library Board and Director Meetings
- Projects
 - Online Update
 - Top 5 (weekly)
 - County Tax Exemption Paperwork
 - Library Card Month Stickers
 - Reviewed SCLS-AnnReport email list
 - Upcoming CE email blast
 - Updated Foundation Website
- Training/Conferences
 - Infosec Training
 - TTW-Everything You wanted to Know About Book Challenges...and a Bit You Probably Don't
 - TTW-Wisconsin Library Law
 - TTW-Making Each Other Look Good: the Library Board and the Library Director
 - TTW-Organization & Governance Best Practices for Boards
 - TTW-Robert's Rules Refresher
- Emails/Phone/Zoom
 - Cambria - Weeding Questions
 - Rio - Budget Questions
 - Cambridge - Board Seat Questions
 - Arpin - Tax Exemption Questions
 - Belleville - Tax Exemption Question
 - Lodi - County Reimbursement
 - Becky Evert from Sauk County - Tax exemption
 - Wisconsin Rapids - bullet points about importance of having librarians on staff
 - McFarland - Library Use Calculator added to website
 - Cindi Kelm-Nelson (Cottage Grove) - Building space to house library
 - Albany - CE question
 - LaValle - Board Seats and Locker Grant