

October 2024 Report for Board and AC (September 11- October 9, 2024)

Deb

- Met with cabinet company at Monona to discuss improving Storytime Room Storage. They will be sending plans for a quote. I am also looking for vinyl flooring in that space. I will also be getting quotes for new picture book shelving.
- Met with the Poynette Building Committee to talk about potential addition/elevator and second floor design options.
- I got quotes for tables for Hawthorne.
- Met with the Library Building and Spaces Group (statewide programming)
 - Discussing presentations/workshops. Working on web resource lists
- Met with Oregon for shelving punch list install. Also met with youth/teen staff about new tables, chairs and shelving needs. Got quotes for those items.
- Working with Spring Green to create a move plan for new carpet install next year.
- Met with Lakeview to discuss final options for flooring in the community room.
- Have been getting quotes for furniture items, sourcing finishes, book carts, etc. for several libraries.
- Meeting with Sun Prairie furniture selection group.
- Working with Columbus to do a Space Needs Assessment. I also met to discuss the restroom remodels.
- Scheduling installs and answering a variety of building questions as they come in.
- 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**
 - Early Literacy & Every Child Ready to Read Refresher (co-host)
 - Co-hosted Tech Days: From Basics to Breakthroughs: AI Strategies for Library Leaders
 - CCBC Shorts (co-host)
 - Co-hosted New Director Check in Meeting
- **Meetings/Conferences hosted/attended**
 - Attended the Administrative Council meeting
 - Attended the Library Innovation Subcommittee Meeting
 - Hosted the State Agency Librarians monthly meeting
 - Attended regular all staff meetings
 - Met with Tracy Herold, Deb Haeffner, and Tracie Miller to discuss potential Cottage Grove Library
 - Led the Kit Team monthly meeting
 - Attended an OverDrive Marketplace webinar to learn more about Advantage Accounts
- **Upcoming Webinars/CEs**
 - Readers' Advisory Workshop with Becky Spratford, October 16
 - CCBC Shorts, October 23
- **Statewide EventsProjects**
 - Attended the WPLC Digital Archives Backup meeting as the WPLC Board Liaison
 - Attended the LSTA reporting training at the weekly System Directors meeting
 - Attended the WPLC Collection Development Committee meeting

- Finalized details for the Reference and Readers Advisory track for Wild Wisconsin 2025
- **IDEA Project**
 - Attended monthly IDEA Team Meeting
 - Consulted with funding recipients on payment process
- **Director Support & Certification**
 - Met with Alexander Johnson, new director of the Portage County Public Library, for the New Director Orientation
 - Provided 11 CE Grants including 8 for WLA
 - Awarded one scholarship to WLA (the other applicant isn't able to attend the conference)
 - Consulted with directors on Board Training Resources
 - Validated certification Summations for directors
 - Processed WLA Memberships for directors
 - Consulted with Jocelyne Sansing, Middleton Public Library, on their upcoming Board retreat
- **Coordinator duties**
 - Met with Shannon Schultz for regular check-in meetings
 - Check in meetings with Consultant Team
 - Attended bi-monthly Coordinator Meetings
- **Other Projects/work/meetings**
 - Completed the Consultant portion of the System Plan
 - Met with Rose Ziech and Kerri Hilbelink about the Kit Team project
 - With Shawn Brommer, presented on Enlightened Hospitality for the Belleville Public Library staff
 - Met with Sara Gold, Nick Smith, Brian Hahn, Kerri Hilbelink, and Tim Drexler for our WiLS Database check in meetings
 - Prepared updated training on Libby for upcoming training at Sun Prairie Public Library
 - Worked on logistics and details for upcoming Readers Advisory workshop
 - Consulted with library directors on questions about OverDrive/Libby and Individual Advantage Accounts
 - Working with Madison Outerlibrary Loan (OLL) staff to work on transitioning Portage County Public Library OLL requests to Madison
 - Scheduled library visits to McMillan Memorial Library and Lakeview Library (Madison Public Library)
 - Consulted with director on how to access the Ryan Dowd training
 - Continued working on issues with BrightSign displays in delivery
 - Received a grant from LibraryReads to help fund Becky Spratford's presentation on Readers' Advisory on October 16
 - Awarded one scholarship to a library staff member from the Wisconsin State Law Library, a multitype member of SCLS
 - Consulted with a graduate student at UW Madison about contacting library staff for their dissertation research
 - Connected with presenters for the Youth Programming Workshop to finalize logistics and details

Mark

General:

- 2024 WLA Conference Committee:
 - Meeting weekly for last minute planning; registration, exhibit halls, book signing, etc.
 - Early Bird Registration was extended, ended 10/4
 - SCLS has awarded 1 scholarship for the WLA Conference
- Library Visit with Marc Gartler at Madison Public Library – Sequoya and Madison Public Library – Alicia Ashman Library
- Hosted an Adult Services/Inclusive Services check-in meeting for SCLS library staff
- Attended sessions (and viewed recordings) from the 2024 Tech Days web conference. Most of the sessions were centered on artificial intelligence.
- On vacation: Sept. 18-20
- Attended the Kit Team meeting as part of an interdepartmental team to discuss equipment/programming kits for member libraries

Inclusive Services:

- IDEA (Inclusion Diversity Equity in Action) Team: Wisconsin Libraries Talk about Race, w/Jean Anderson and several library systems)
 - Attended monthly IDEA Team meeting to share project progress
 - Facilitated four sessions with an Advisory Committee composed of a majority of librarians of color to plan a continuing education opportunity in 2025
- Met with Svetha Hetzler and Shawn Brommer to talk about a new diversity, equity, and inclusion advisory committee meeting for Sun Prairie Public Library. This group would help advise the library through the renovation and beyond in matters of inclusion and belonging.

Workforce Development:

- Attended the North Central Wisconsin Workforce Development Board Meeting – to be up-to-speed with workforce happenings in Adams, Wood, and Portage counties
- Attended “Winning with Wisconsin’s Workforce: AI” conference to learn about how companies are using artificial intelligence (AI), and AI’s impact on the workforce
- Continued working with Shauna Koszegi of Southwest Wisconsin Library System and Chris Baker from the Department of Public Instruction on a resource list for the southwest region of the state. The ultimate goal is to assist libraries build successful relationships with area social service/workforce development agencies.
- Attended the monthly Library and Workforce Connection statewide meeting
- Attended the monthly business team meeting of the Workforce Development Board of South Central Wisconsin
- Curated and sent to members job seeker and small business training events for October
- Met with representatives from TransFr, a company providing virtual reality training for occupational skills.
- Discussed “JobPods” with Danielle Zeamer of Brown County Library. The JobPods project is a pilot project to install dedicated job seeker workspaces in libraries, so patrons can connect directly with workforce development partners and receive services

Rose

- SCLS annual visits with Middleton, Albany.
- Email & phone contacts: created/updated website editing accounts (DeForest, Sauk City), shared site settings data (Madison), shared steps for creating LINKcat title lists (Nekoosa).
- Library websites:
 - Website theme/config changes: Mount Horeb, Rome, DeForest, Monona.
 - Tested & implemented Drupal core & module updates.

- Assisted with new site configuration (Madison).
- Website migration to SCLS hosting in progress: Monona.
- One-on-one training/Q&A: Rome, Mazomanie.
- Drupal 10 upgrade: continued project planning and updating documentation.
 - SCLS website migrations in progress: SCLS.info.
- LINKcat: added DNS records, stylesheet, and code for image & website link for Amherst Discovery Layer, sandbox Discovery Layer JavaScript & CSS tweaks.
- Committees: drafted & sent Library Innovation Subcommittee agenda, followed up on suggestions sent through Library Innovation Subcommittee form, led Library Innovation Subcommittee meeting, attended Discovery Interface Subcommittee meeting.
- SCLS website: added/removed homepage slides, created & updated equipment reservation forms, removed references to Link Express email.

Shawn

- Webinars/workshops/staff in-services hosted or attended
 - 9/13/24: Early Literacy webinar (host)
 - 9/17/24: Early Literacy inservice, Madison Public Library (planner/host)
 - 10/2/24: Enlightened Hospitality & Organizational Culture, Belleville staff (presenter, w/Jean Anderson)
- Presentation prep for upcoming staff in-services and workshops:
 - Organizational Health & Culture, WI Rapids
 - Intellectual Freedom & 1st Amendment Audits, Stoughton & Verona (with Tracie Miller)
 - Annual Youth Programming workshop
 - Early Literacy & the Summer Library Program (webinar prep)
- Strategic Planning
 - Black Earth: created final draft
 - Cambridge: completed survey portion, working on final draft
 - Verona: completed survey portion, working on final draft
 - Baraboo: surveys created
- Youth Services
 - Shared 2025 Summer Library Program manual information w/member library staff
 - Following up with libraries on 2024 youth programming funds that still need to be spent/submitted to SCLS for reimbursement
 - Connecting library staff to WiLS to participate in statewide purchase of event-planning & record keeping software purchases
 - Answered questions about collection development, patron behavior, and program planning
 - With Heidi Moe, coordinated annual puppet order
- Meetings of note
 - Attended Dane Co. Directors meeting
 - Attended kits-planning staff workgroup meeting
 - In-person and Zoom meetings with directors to discuss strategic planning and staff inservice needs

- Attending weekly WLA Conference Planning Committee meetings (serving on the planning committee)
- Attended/took notes for the Library Innovation Subcommittee meeting
- Attended regular staff meetings, check-in meetings w/Jean Anderson, and other meetings w/colleagues to discuss shared 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 and Verona Public Library.
 - Met (on Zoom) with Mark Cullen from Verona Public Library to discuss digitizing a yearbook collection and adding new materials to their Recollection Wisconsin collection.
- 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.
- Other:
 - Met (virtually) for a WPLC Archive Backup Workgroup meeting.
 - Attended the Recollection Wisconsin Joint Steering Committee and Board meeting at the Aldo Leopold Center (Baraboo).
 - Reviewed documents for a pilot Community of Practice (CoP) project for the WPLC Historical and Local Digital Collections committee.
 - With Jean Anderson, updated segments of the System Plan that relate to local history digitization projects.

Tim

- **Library strategic plan data gathering** – My main project this month was collecting, preparing, and visualizing data for two library strategic plans: Black Earth Public Library and Cambridge Community Library. For each library, I created a set of data elements for incorporation into their plans based on the standards I discussed with Shawn Brommer last month. The standard data elements include population estimates from the Wisconsin Department of Administration, demographic characteristics and employment figures from the US Census Bureau, and school district data from the Wisconsin Department of Public Instruction. Additionally, I created customized versions of charts from several existing dashboards using ILS data from Bibliovation, including cardholder demographics, circulation times, and circulation to residents of local municipalities.
- September/October meetings:
 - Attended the Madison Public Library Data Team meeting on 9/13.
 - Led the ILS Reports Team meeting on 9/18.
 - On vacation, 9/19-9/30.
 - Had a phone meeting with Brian Cole, Director of Mazomanie Public Library, to discuss data elements for an upcoming library strategic plan update, 10/2.
 - Attended the SCLS Resource Sharing Workflows Workgroup meeting on 10/3.

- Attended the SCLS Library Innovation Subcommittee meeting on 10/8.
- Participated in the first SCLS/WiLS Database check-in meeting, 10/8.

Tracie

- Meetings
 - MMM Staff Meeting
 - Consultant Team Meeting
 - Check-in Meeting with Jean
 - Columbia County Library Board and Director Meetings
 - New Director Meeting with Wendi at Randolph
 - Collection Code Review with Annual Report Team
 - Meeting w Jean, Deb & Tracy Herold about Cottage Grove
 - DPI Annual Report Meeting
 - New Director Mentor Meeting
 - Library Innovation Subcommittee Meeting
 - New Director Meeting with Alexander at Stevens Point
- Projects
 - Online Update
 - Top 5 (weekly)
 - Upcoming CE email blast
 - Prepping Annual Report Review Sheets
 - Assist Black Earth with Director Search
 - Review County Library Plans
 - Green County's Tax Exemption Email
- Training/Conferences/Events
 - Infosec Training
 - Tech Days - From Basics to Breakthroughs
 - Tech Days - Virtual Reality for Career Readiness
 - Tech Days - Trends in Emerging Tech
 - Attended SCLS Foundation Cornerstone
- Emails/Phone/Zoom
 - Amherst - Board Trustee Training
 - Rio - Budget Questions
 - Village of Pardeeville Municipality - Tax Exemption
 - Stoughton - Speak up for your library
 - Reedsburg - Levy Limits
 - Rock Springs - 2025 SCLS Fees
 - Black Earth - Director Search Questions
 - Mazomanie - Foundation Account