

November 2024 Report for Board and AC (October 9 - November 13, 2024)

Deb

- Finalizing quotes for Monona's Story room cabinetry. Got quotes for picture book shelving and ordered that.
- Working with Madison Central to look for lounge chair options.
- Met with Wisconsin Dells to rework several spaces (teen, computers, study, makerspace). Looking for table and storage options for Makerspace. Redid floor plans.
- Met with the Library Building and Spaces Group (statewide programming)
 - Discussing presentations/workshops. Working on web resource lists
- Continued quotes for Oregon teen and children's areas.
- Working with Spring Green to create a move plan for new carpet install next year. 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.
- Meeting with Prairie du Sac to work on Space Needs Assessment.
- Worked with Reedsburg on their potential new library space.
- 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, creating logos).

Jean

- **Webinars/workshops hosted**
 - Readers' Advisory Workshop with Becky Spratford
 - Received a grant from LibraryReads to support this workshop
 - CCBC Shorts
- **Meetings/Conferences hosted/attended**
 - Led the Interlibrary Loan Subcommittee Meeting
 - Attended the SCLS Foundation Meeting to request funding for new kits in 2025
 - Attended the bi-monthly All Staff meetings
 - Led the monthly Consultant Team Meeting
 - Attended the Fire Extinguisher Training for all SCLS staff
 - Attended the Administrative Council meeting
 - Attended the quarterly Wood County Library Board meeting
 - Attended a Public Library Association webinar on security in libraries
 - Hosted the monthly State Agency Librarian Meeting
- **Upcoming Webinars/CEs**
 - Youth Programming Workshop on November 15
 - CCBC Shorts, November 20
- **Statewide Events/Projects**
 - Completed the evaluation for the Professional Learning LSTA (Library Services & Technology Act) grant
 - Attended the WPLC (Wisconsin Public Library Consortium) Board meeting as the SCLS representative
 - Met with the Continuing Education Consultants for our monthly meeting

- Attended the Wisconsin Library Association fall conference and presented on the Notable Books Marathon panel
- **IDEA Project**
 - Attended the monthly IDEA Team meeting
 - Processed payments to the Advisory Committee members and consultant grant recipients
- **Director Support & Certification**
 - Coordinating the Member Feedback Session at the November 21 All Directors Meeting
 - Validated Director Summations for certification
 - Processed CE Grants for directors and library staff
- **Coordinator duties**
 - Met with Consultant Team members for regular check-in meetings
 - With Shannon Schultz, met with Rachel Arndt, to plan the November 21 Member Feedback Sessions
 - Attended bi-monthly Coordinator meetings
- **Other Projects/work/meetings**
 - Met with Katherine Elchert, Director of McMillan Memorial Library in Wisconsin Rapids, for the annual library visit
 - Provided Libby Training for Sun Prairie Library staff
 - Met with Sara Gold, WiLS, to talk about OverDrive Advantage accounts
 - Met with WiLS staff, Brian Hahn, Tim Drexler, and Kerri Hilbelink to work on the annual database renewal project
 - Met with Carra Davies at the Lakeview Library for their annual library visit
 - Led the Kit Team meeting and worked on updating request forms with Rose Ziech
 - Attended the bi-annual Database Team meeting
 - Attended the quarterly Webinar Facilitator's meet-up

Mark

- **General:**
 - 2024 WLA Conference –
 - Met weekly through October
 - Conference took place from November 5 – 8th. Over 400 attendees, 55+ sessions, and well received keynote speakers. Received very positive feedback from attendees!
 - Participated in SCLS staff in-service: fire extinguisher training
 - Attended Readers' Advisory Workshop with Becky Spratford. It was an excellent overview of RA services and genre
 - Attended the SCLS Kit Team meeting to discuss replacement kits, kit request forms, and kit fulfillment responsibilities ("who does what")
 - Attended the Green County Library Director's Meeting and County Board meetings in New Glarus
 - Met with the Wisconsin Library Association Leadership Development Institute planning team to discuss Institute logistics, potential whole group book discussions, and speakers
- **Inclusive Services:**
 - IDEA Team –

- Completed work with the BIPOC (Black, Indigenous, and People of Color)-Centered Unconference Advisory Committee. Collected a number of actionable suggestions for planning the Unconference event.
 - Met with the IDEA Team – Volunteered to help coordinate the IDEA Team. Will be working with Cole Zrostlik of La Crosse Public Library to Co-Chair the team
 - Started discussing next program focus – considering an Indigenous Education Series
 - Updated the WISLibIdea Website: <https://www.wislibidea.com/>
- **Workforce Development:**
 - Attended the Library Workforce Connection meeting with library staff around the state involved in library and workforce development work
 - Met with Shauna Koszegi (Southwest Wisconsin Library System) and Chris Baker (WI Department of Public Instruction) to continue planning for a series of meetings between service agencies and libraries in the south west region
 - Collected and emailed out November job seekers and small business training events
 - Collected a sampling of library services and programs for job seekers to share with the Workforce Development Board of South Central Wisconsin Business Services Team

Rose

- Email & phone contacts: created website editing accounts (Portage County), shared code for library value calculator (Oregon), shared steps for adding new page & menu item (Portage), suggested conversion options for HEIC to JPG image formats, troubleshooting webform issues (Sun Prairie), shared recommendation on LibraryMarket email options & consulted on domain name settings changes (Sauk County), assisted with posting document (Amherst), shared suggestions for website accessibility training resources, restored deleted content from backup (Portage County), advised on content issue (Adams County), shared steps for account password reset (Reedsburg), discussed details for adding link to recommendations (Monticello).
- Library websites:
 - Website theme/config changes: Mazomanie, Portage.
 - Website migration to SCLS hosting in progress: Monona.
 - One-on-one training/Q&A: Randolph.
- Drupal 10 upgrade: continued project planning and updating documentation.
 - SCLS website migrations in progress: SCLS.info.
- LINKcat: sandbox Discovery Layer JavaScript & CSS tweaks.
- Committees: additional follow-up on suggestions sent through Library Innovation Subcommittee form, posted Library Innovation Subcommittee minutes.
- SCLS website: added/removed homepage slides, updated equipment reservation forms, updated Lost in Delivery listing.

Shawn

- **Annual library visits conducted:**
 - South Madison Branch Library
 - Meadowridge Branch Library
- **Youth Services**
 - Connected member library staff to 2025 summer library program manuals and materials
 - Planned annual all-day youth services programming workshop
 - Planned annual early literacy summer library program workshop

- **Strategic Planning**
 - Completed plans submitted to member library boards for final approval:
 - Black Earth (attending library board meeting on 11/19 to answer questions)
 - Cambridge
 - Strategic plans to finish by end of 2024
 - Verona
 - Strategic plans to finish in early 2025
 - Baraboo
 - Mazomanie
- **Wisconsin Library Association (WLA) responsibilities**
 - Attended the annual WLA conference in Green Bay, 11/6 - 11/8
 - Served on the annual WLA Conference Planning Committee:
 - Planned and implemented conference book sales and author signings
- **Staff in-service presentations**
 - WI Rapids, 10/11/24 - Organizational Culture
 - Stoughton, 10/18/24 (with Tracie Miller) Intellectual Freedom/1st Amendment Audits
 - Verona, 11/1/24 (with Tracie Miller) Intellectual Freedom/1st Amendment Audits
 - Tracie & I gave a tour of SCLS and turned staff over to Corey Baumann for a delivery tour that library staff enjoyed very much
- **Other**
 - Thanks to the joint SCLS/Upper Hudson Library System (NY) youth services meetings from earlier this year, a NYS librarian won an award for a Period Party Program after learning about it from a YS staff member from the Madison Public Library!
 - Answered questions about and shared resources about grant writing
 - Connected Brian Cole, Director Mazomanie, to a free registration for a Youth Services Collection Development course offered by the iSchool.
- **Meetings**
 - Strategic planning check in meetings with directors
 - Check in meetings with Jean Anderson
 - All-staff meetings
 - WLA Conference planning committee
 - Kit team

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 1,965,065 views.
 - Uploaded new materials to CONTENTdm for Reedsburg Public Library, Poynette Area Public Library, and Verona Public Library.
 - Visited Belleville Public Library to provide metadata training.
 - Visited Marshall Community library to provide training on using the circulating DVD burner kit.
 - Visited Rock Springs Public library for a meeting about their digitization project.

- Attended (virtually) a meeting with John Bracken (executive director of the DPLA) and Recollection Wisconsin board and steering committee members.
- Used the Indus BookScanner to scan materials for Reedsburg Public Library.
- 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 (every other week). Started preparing for upcoming meetings.
- Other:
 - Attended (virtually) the Digital Library Federation (DLF) forum.
 - Created the October SCLS report for county library board meetings.
 - Kit Team: Met with Craig Ellefson to discuss updating the circulating scanning kit.

Tim

- **Scripting projects** – I've been working on two projects to create Python programs that will automatically generate reports. The first script will output a monthly report of items lost more than six months ago for which patrons have made partial or full payments. The second script gathers ILS data required for the Department of Public Instruction Annual Report, performs calculations, and writes the results to a spreadsheet. The goal is to use the spreadsheet to upload the data to the DPI reporting system and pre-populate specific fields for SCLS member libraries. "Pre-filling" the ILS data in this manner allows libraries to avoid collecting it themselves and reduces the amount of library staff time required to complete the report.
- **Pittsville grant application** – I received a request from Tammy Hardinger, Director of the Pittsville Community Library, for help collecting data to submit as part of their Library Transforming Communities grant application. I located data available from the US Census Bureau to calculate the approximate size (in square miles) of the library service area. I also found Census estimates of the population within the service area with ambulatory difficulty, which relates to the grant's focus on increasing accessibility for small and rural libraries.
- **October/November meetings:**
 - Attended the Madison Public Library Data Team meetings on 10/11 and 11/8.
 - Led the SCLS Scripting & Reports Team meeting on 10/15.
 - Presented customized data dashboards for the Sun Prairie Public Library at their monthly staff meeting, 10/16.
 - Led the ILS Reports Team meeting on 10/17.
 - Attended the Statewide ILS Admin virtual meetup on 10/18.
 - Participated in biweekly SCLS/WiLS Database check-in meetings, 10/22 and 11/5.
 - Let the SCLS Database Team Fall 2024 meeting on 10/25.
 - Met via phone with Brian Cole, Director of Mazomanie Public Library, to discuss customized data visualizations as part of an assignment for a director certification continuing education class he is taking, 11/13.

Tracie

- Meetings
 - MMM Staff Meeting
 - Consultant Team Meeting
 - Check-in Meeting with Jean
 - SCLS Database Team Meeting
- Projects
 - Online Update
 - Top 5 (weekly)
 - Upcoming CE email blast
 - Updated SCLS Representative Document
 - Updated SCLS Population Number Document
 - SCLS Foundation Website Update
 - Stoughton In-Service Intellectual Freedom/1st Amendment Training
 - Annual Report 2024 webinar updates
- Training/Conferences/Events
 - Infosec Training
 - Attended WLA Conference
 - Webinar - In Libraries We Trust
 - Fire Training
- Emails/Phone/Zoom
 - Rio - Budget Questions
 - New Glarus - Expansion Questions
 - Monona - Video cameras in parking lot
 - Monticello Clerk - Tax Exemption
 - Wood County Clerk - Tax Exemption
 - Poynette, Randolph & Cambria - All Director Meeting Questions
 - Madison - Questions about reporting programs for Annual Report
 - Dane County and Sun Prairie - Questions about reporting hours during construction
 - Pardeeville - SCLS Foundation Account & Municipal Budget Issue
 - Stoughton - Bequest