

# SAUK COUNTY LIBRARY BOARD

## MINUTES

TUESDAY NOVEMBER 15, 2022

**Board members present:** Joan Fordham, Terry Slack, Joel Chrisler, Carolyn Kotchi-Aslasken, Linda Kettner\*, Glen Slaats

**Others Present:** Tamara Ramski, (SCLS)\*, Sue Ann Kucher (Reedsburg), Nick Studnicka (Plain)\*, Becky Anderson (Rock Springs), Emily Whitcomb (Spring Green), Natalie Jones (La Valle), Jessica Bergin (Baraboo), Lauren White (Prairie Du Sac), Lisa Thompson (Sauk City), Cathy Borck (Wis Dells)\*

\*Attended remotely

1. Fordham called the meeting to order at 3:30 p.m. Kucher verified compliance with the open meetings law.
2. Slaats moved and Kettner seconded to accept the agenda. Motion passed.
3. Kotchi-Aslasken moved and Kettner seconded to accept the minutes
4. No public attended the meeting.
5. Kettner moved to allocate the 2023 budget disbursement as presented, with the technology allocation to be divided 10-ways. Chrisler seconded. Motion Passed.
6. Tamara Ramski presented the SCLS report. The report is on file.
7. Library Directors in attendance presented reports. The reports are on file
8. 2023 meeting dates were set for the 4<sup>th</sup> Tuesdays of January, May, July and November at 3:30 p.m. Meeting locations TBD.
9. At 4:30 a motion was made to adjourn by Slack and seconded by Kettner.

## **SCLS Report (Compiled by SCLS consultant team staff)**

### **SCLS Projects:**

#### **Local Holds Pilot Project**

- The pilot has been initiated and will continue through February 28, 2023.
- It is a test of a new borrowing policy for new adult fiction. The test will keep new items in the libraries that bought them (owning library) for up to 60 days before library staff change the codes to allow the items to fill hold requests at other LINKcat libraries. If there are no local holds on an item, the item will stay on the owning library's shelf and be available for check-out by walk-in patrons.

#### **SCLS Annual Library Visits**

- Reports of the 2022 visits are available on the SCLS website:  
<https://www.scls.info/annual-library-visit-reports>

#### **Intellectual Freedom and Right To Read Issues**

- Shawn Brommer and Tracie Miller continue to monitor national trends about challenges to intellectual freedom

#### **Collection Development Email List**

- Subscribe: <http://warden.wiscnet.net/mailman/listinfo/colldevusergroup>
- The list is for library staff to discuss collection development issues and to connect colleagues at libraries in SCLS who choose and purchase materials, weed collections, and support access to library materials. Subscribers can submit questions about collection development. Contact Shawn Brommer with questions.

#### **Drupal 9 Migration**

- Rose Ziech has completed migrating many libraries' websites. The project will continue through March 2023.

#### **SCLS Facebook**

- Mark Jochem and Shawn Brommer will be adding new content to the SCLS Facebook page regularly. <https://www.facebook.com/SCLSwi/>
- To contribute content that would be of interest to SCLS member libraries or SCLS Facebook followers, email the content to Mark or Shawn.

### **Grants:**

- Outdoor Programming Kits were delivered to requesting libraries.
- Lockers have been installed in participating libraries.
- RFID Tagging stations and tags are still in progress
- All libraries will get a 2 year movie license starting December 1, 2022

### **Meetings and Events:**

- November 17: All Directors meeting at Waunakee Public Library (Hybrid)
  - Afternoon workshop: Rebound & Reconnect, Post-Crisis Management Strategies (In-person only).
  - An online version of the workshop will be presented on November 29.

- Reminder: Watch for Top 5 emails and Online Update for information on services, upcoming meetings, and CE opportunities. Meeting minutes are available on the SCLS website.

#### **SCLS New Building:**

- The new facility will be located at 1650 Pankratz Street (Madison) in the former Lakeland University building.
- The facility will be renovated to support the administrative and delivery services of SCLS.
- Building plans are being finalized with Keller so they can work on construction documents in anticipation of going out to bid on February 1, 2023.
- The move will take place in June 2023.
- Information is available on the New Building page on the SCLS website:  
<https://www.scls.info/new-building>

#### **Other News:**

Arrowhead Library System and Lakeshores Library System will merge into one library system effective on January 1, 2023. The new library system will be called Prairie Lakes Library System and will serve Racine, Rock, and Walworth counties.

#### **Library Reports:**

##### **Carnegie-Schadde Memorial Public Library Report**

Jessica Bergin, Library Director

General updates: We have received lockers but having delay getting them powered. Our annual staff development day is on Friday, where we will have an all staff meeting and do training together (topics include our new staffing structure, new scheduling software, newspaper digitization on Ancestry/Newspapers.com, “first amendment audits”, materials challenges/ Collection Development policy + hopefully tour of new addition). Our newspapers have been digitized and now available on Ancestry/Newspapers.com via computers in the library. I attended WLA Annual Conference in Lake Geneva earlier this month. We are getting new staff tshirts with our new name/logo soon. Recent book displays include Indigenous Peoples Day awareness and Domestic Violence/ Bullying awareness.

Building Project: Building project is going along, still on schedule (phase one finished May/June 2023, complete Oct 2023). The colder temps are not doing us any favors, but they should have the addition enclosed soon. May have to add some roof work on the Carnegie building to the project. Had some water issues with heavy rain recently.

Programming: share brochures (links:

<https://www.csmpl.org/sites/www.csmpl.org/files/documents/updatedsharingcelebrationbrochure.pdf> <https://www.csmpl.org/sites/www.csmpl.org/files/teentalkfall2022%201%20.pdf>  
<https://www.csmpl.org/files/documents/adultprograms/2022programbrocures/2022-11programbrochurehalf-folded.pdf>

**LaValle Public Library, Natalie Jones**

LaValle has started offering story hours. We have a volunteer leading them. We began trying to work around area libraries' programming and our limited open hours. But next week we are switching to Wednesday mornings. We are hoping this time change will entice more families in. Though somewhat disappointed in attendance we realize we have to start somewhere when story hour hasn't been offered here for ?? years.

Tim Anderson started mid-August as our new assistant. He has caught on quickly despite no library experience. I have him continuing RFID tagging the previous assistant was working on until she abruptly left. Are we the last library to complete this project?!

Throughout October we had the big plywood pumpkins propped out front of the building. Lee Schauer—a previous director—had painted them and it was first set out in 2020 along with straw bales and corn stalks. We continue to promote it for people/families to stop to snap a photo in front of it. There's also a skeleton/tombstone painting we put up by the book return drop box. We handed out treats and books on the day of trick or treating in the village.

**Kraemer Library and Community Center, Plain**

Nick Studnicka

Started the senior movie and social program that runs Sept-May on most third Thursdays.

I was on vacation September 28- October 8, 2022.

The library will be closed on Saturday, November 19 and also on Thursday and Friday, November 24 and 25 for Thanksgiving.

The library board has made a change to the Community Room Policy starting January 1, 2023 the library will be charging groups and individuals a \$30 fee for the use of the room. Nonprofit entities will be exempt from this fee along with governmentally groups.

The library will again participate in the return of Christkindlmarkt (Village Christmas street festival). This year's event will be one-day event and is set for November 26th in downtown Plain. Come and see Santa Claus at the library from 4pm-7pm. Along with Santa Claus there will be a Children's Craft Workshop as well as a Cookie Walk at the same time at the library.

Friends of the library held their annual Pies, Pages, & Puzzles event October 7, October 8 in the library community room.

The Friends of the Library did a Plain Reads in October of Michael Perry's "Population 485." The Friends of the Library hosting an Evening with Michael Perry on Thursday, October 27 and had about 50 people in attendance.

Presented the library budget to the village board

**Ruth Culver Community Library, Prairie du Sac**  
Lauren White

o We are once again participating in Holly Jolly Sauk Prairie. Meagan and I have been working on the window display and we will have both adult and child make-and-take kits for the event. The window displays must be up by Wednesday November 30th, so keep your eyes open for ours!

o We have a foreign exchange student with us again this school year. Kenn joins us from the Philippines and he has been a tremendous help in propelling our RFID project forward. He spends roughly 10 hours per week with us and staff have really enjoyed his presence.

o We had Darin Kuhnke of Prairie Gold Honey here October 18 for a presentation on beginning beekeeping. He shared a lot of great information. It was a small crowd, but mostly people who do not attend events here regularly so it was nice to see new faces.

o We had several new teens attend events in October. They really enjoyed using the Silhouette machines to cut custom vinyl designs for water bottles. We also had a variety of purchased vinyl stickers to pick from.

o Meagan made 42 October teen bags and all were gone within 2 weeks. This month had supplies to make melt-and-pour soap, a creepy skeleton notebook and Halloween pretzel treats.

o STEAM: Candy Activity Day: We had 12 kids for our candy activity day. We dissolved candy corn in 4 different liquids to see which one would do it the fastest. We also learned that the 'S' on the Skittle dissolves at a different rate than the Skittle coating, causing it to float to the top of the water. While waiting for things to dissolve we also had a team-building activity called Save Fred the Gummy Worm. To save Fred, the kids needed to put a peach life-ring on him using paper clips instead of their fingers. Each group worked together and successfully saved Fred. The kids were also quite excited to each receive their own bag of candy to take home.

o David Landau at the Night Market: Thanks to the Friends' generous support, we hosted musician Dave Landau during the last night market of the season. It was a fantastic show, and the kids loved moving and playing the various games having to do with the songs.

o Early Release: Mini Golf at the Library: Miss Bethany built a DIY golf course in the community room for October's Early Release Day. We borrowed clubs from Reedsburg Public Library, Meagan's family, and the Lake Wisconsin Country Club. The country club also provided some additional building materials to use on the course. Parents and caregivers gave us a lot of positive feedback for this event.

o Pokémon Club: We had 18 kids at Pokémon this month. Ken Ziegler, a teacher at Sauk Prairie Middle School, dropped off special Halloween-themed card packs. There were enough packs for each attendee to receive one, and they were super excited for them!

### **Reedsburg Public Library**

Sue Ann Kucher

- The fall all-day staff inservice in October was a tour of other SCLS libraries. A total of 20 staff, volunteers, Friends of the Library and Library Board members toured Waunakee, Madison Pinney, Middleton and George Culver libraries. All the libraries were gracious with their time and gave tours of public and staff areas.
- Our myRPL on the Go outreach initiative is now visiting 6 senior facilities monthly with a collection of 25-30 rotating large print books that are housed in a browsing cart at each location.
- We are celebrating 25 years in our current building in 2023. A space needs process is currently underway. Focus groups will be meeting with the project architect soon.
- The library has continued the local author spotlight that began as part of the 2022 Summer Reading Program. We work closely with Main Street Books of Reedsburg to find local authors to present about their writing and publishing process to the community.
- Website upgrade is scheduled for December 5.
- Applications still open for Assistant Director Position.
- The library's Saturday hours are changing to 9a-2p year round beginning 1/1/2023.

### **Rock Springs Public Library,**

Rebecca Anderson

- Circulation: August-October average of 700/month  
We have currently almost doubled 2021 circulation numbers since last year at this time.
- Patron Activity this 3 month timeframe: We are seeing an average of 300 patrons/month, 500 checkouts, 200 renewals, and 580 returns. On average, there are 80 photocopies/month, 30 Computer/ 3 Computer Coaching, 4 Digitization, 1 Study Room, 95 E-print, 3 New Patrons.
- Programming: Currently, we have 5 programs. The Gathering Coffee/Craft Time is on Monday mornings at 10. Big Kid Time is Tuesdays after school. The Littles Story Hour is Wednesday morning around 10, and the Homeschool Group meets on Thursday afternoons. Digitization meets when it is convenient for them.
- We have weekly topics. A few that stand out are: (1) We had an Air Fryer/Ninja cooking demonstration at The Gathering. (2) We had a local beekeeper talk about bees and collecting honey, and later in October, she did a homemade ice cream demo during the Littles Story Hour. (3) We did a Tea Leaves Demonstration and an apple tasting with our

Homeschool Group. (4) With Big Kid Time, we have a few that stop in to check out books and use the computers. It is very infrequent but we keep this day open for this and see more kids in the summer.

- Lost Item Policy Review: We are going over wording in our policy and have updated how to contact patrons in the event of lost items. The library board voted on The Statement of Unresolved Charges Letter and The Lost Book/Item Recovery Letter. The board also voted to stay at the limit of \$20 that blocks patron access to checking out more items until a payment is made.
- We have an upcoming Bake Sale/Silent Auction event December 3, 10 AM -4PM in conjunction with the Community Center Item Sale on December 3, 8 AM-4PM.
- Advanced Library Administration Class: is going well and I am learning a lot in terms of personnel and library policies.
- Drupal 9 Website Migration: Jacky and I made a new library logo and the website has a new look and will be up soon.

### **Spring Green Community Library**

Emily Whitmore

New Library Director recently started. Library held Halloween scavenger hunt and a storywalk in businesses around town. The library is getting pickup lockers.

### **George Culver Community Library, Sauk City**

*Lisa Renier Thomas*

Ongoing Library Events:

Weekly Storytimes, Weekly Music and Movement Storytime Friends of the Library Bingo: Twice per month Monthly Book Club; Read to a Dog Program: Twice per month Teen Book Club: Once per month; Teen Drop-in Activity: Once per month Family Storytime and Craft: Once per month Lego Challenge Days: Once per month

Special Events:

August: Drop-off point for school supply drive.

September: Library Card Sign-up Month. Handed out 50 Wisconsin Science Fest take-and-make kits highlighting science being done here in Wisconsin. This year's theme was "glass."

October: Class: Care and Keeping of Books. Homeschool Meet and Greet. Class: Pumpkin String Art. Drop-off point for Hope House supply drive. Trick-or-Treating.

November: Class: Holiday Card Buffet. Class: Safety Pin Turkeys. Class: Beginning and Enhancing a Meditation Practice. *Giving Tree* Donation drop-off point.

December: Class: Cultivating a Practice of Loving Kindness. Class: Winter Woodland Animal Craft.

Other:

Attended WLA Conference in Lake Geneva November 1-3; *1000 Cranes for Peace* project now on display in library; Staffing challenges: Cindy Krueger has announced retirement after 23 years with the library. Lots of turnover in Library Assistant role; We are now taking part in the SCLS Local Holds Pilot Program. New fiction will be available to SKC patrons only for 60 days. Many other Sauk County libraries already participating.

**Kilbourn Public Library** Wisconsin Dells / Lake Delton

We have a local author program coming up on Thursday. One of our community members has written a book about her grandmother's Wisconsin farm childhood and the family's adventures and journeys.

Our Friends group held a Columbus Day book sale in October and they will be having their final sale of the year coming up on Thanksgiving Saturday. The library will also be having their annual ornament making event that day.

We are in the middle of upgrading our website. The first phase of our migration is finished. We are now making changes and updates. We hope to be live by the end of the month.

Last week we were closed for inventory. We had a good group of volunteers and we were able to inventory our entire collection. We also held our annual volunteer appreciation luncheon on Thursday. It is the first one we have had in 3 years. While we were closed we were also able to get the carpet cleaned in half the building and our light fixtures changed out to LEDs in the staff areas.

Our book club discussed the UW Go Big Read book selection: *How the Word is Passed* by Clint Smith. A total of 20 people attended. It was a very good discussion.

I attended the Wisconsin Library Association conference in Lake Geneva. There were some great sessions. A few ideas that I hope to implement in the next year is creating a circulating board game collection, working with ideas and curriculum from PBS Kids to create storytimes and Family workshops and doing diversity audits of some of our collections and programming.