



**Nurturing accessibility and system engagement—  
together.**

## SWKLS U.P. Calendar

*Updated July 2021*

### Mission

SWKLS U.P. is designed to be an innovative blueprint for system unification. The objective of SWKLS U.P. is to nurture accessibility and system engagement together—to unify our system. Currently, we see many similarities and differences among our members. Each of our libraries has unique qualities which are to be celebrated! Within each library, we believe that unifying our workflows will result in the “planting” of healthy habits and procedures. Using the SWKLS wiki as the “roots” of this blueprint, SWKLS U.P. will nurture four areas of growth: ILS (VERSO), ILL (SHAREit & OCLC), new directors, and technology.

**Additional reference materials are available: [wiki.swkls.org](http://wiki.swkls.org)**

<b>JANUARY 2021</b>				
ILL	ILS	New Directors	Technology	Other
<p>12<sup>th</sup> @ 11 AM CT: How to digitize your ILL tracking system.</p> <p>Begin using digital ILL tracker.</p>	<p>Prepare a space to store your weeded items. Book sale?</p> <p>Weeding schedule: - Adult/LP: fiction A-F - Kids: fiction A-G</p> <p>EOM: Check brief zzz bibs.</p>	<p>8<sup>th</sup> @ 11AM CT: SWKLS Staff meet and greet.</p> <p>SWKLS Staff visits.</p> <p>20<sup>th</sup>, 26<sup>th</sup>, &amp; 28<sup>th</sup> at 10AM CST: AG training sessions for new users.</p>	<p>Speak with Steve about e-rate planning.</p> <p>Training with Jody: - Clean up emails - Clean up desktop - Privacy settings</p>	<p>Monthly CatExpress reports sent to requesting libraries.</p>
<b>Prepare for State Survey Reports 2020 – Due next month</b>				

**FEBRUARY 2021**

ILL	ILS	New Directors	Technology	Other
<p>Continue using digital ILL tracker throughout the year. Edit your template? Count January.</p> <p>Training: How to customize SHAREit – Admin Tabs.</p>	<p>Weeding schedule: - Adult/LP: fiction G-L - Kids: fiction H-P</p> <p>EOM: Check brief zzz bibs.</p>	<p>SWKLS Staff visits.</p> <p>Training.</p> <p>Meet with your mentor.</p>		<p>Monthly CatExpress reports sent to requesting libraries.</p> <p>Consider: Does SWKLS need to reevaluate our subscription to CatExpress?</p>

**Submit State Survey Report by February 1 – Extensions are allowed.**

**MARCH 2021**

ILL	ILS	New Directors	Technology	Other
<p>Continue using digital ILL tracker throughout the year.</p> <p>Count February.</p>	<p>Weeding schedule: - Adult/LP: fiction M-R - Adult: audio - Kids: fiction Q-Z</p> <p>*Prep for New Leaf pick-ups next month.</p> <p>Training: How to customize VERSO – Admin Tabs.</p> <p>EOM: Check brief zzz bibs.</p>	<p>Training, con't - 31<sup>st</sup>: Large print subscriptions with Kelly, Lori, &amp; Laurie via Zoom</p> <p>SWKLS Staff visits.</p> <p>Meet with your mentor.</p>	<p>Review Technology Plan. Consider technology purchases.</p>	<p>Quarterly CatExpress reports will be distributed to all libraries.</p> <p>Consider: Does SWKLS need to reevaluate our subscription to CatExpress?</p>

**APRIL 2021**

ILL	ILS	New Directors	Technology	Other
<p>Count March.</p>	<p>Weeding schedule: - Adult/LP: fiction S-Z - Kids: nonfic 600s</p>	<p>Training: Summer Reading</p> <p>Meet with your mentor.</p>		<p>Monthly CatExpress reports sent to requesting libraries.</p>

	<p>*Prep for New Leaf pick-ups on 14<sup>th</sup> and 21<sup>st</sup>.</p> <p>Training: 28<sup>th</sup>: VERSO splash page</p> <p>EOM: Check brief zzz bibs.</p>			Training: Large Print subscriptions
<b>MAY 2021</b>				
ILL	ILS	New Directors	Technology	Other
Count April	<p>Weeding schedule: - Adult/LP: nonfic 000-400 - Kids: nonfic 500s</p> <p>Training: How to use your statistics to develop your collection. - Small libraries - Large libraries</p> <p>Update your library's VERSO splash page.</p> <p>EOM: Check brief zzz bibs.</p>	<p>Training: Summer Reading</p> <p>Meet with your mentor.</p>		Monthly CatExpress report posted on the Wiki.
<b>JUNE 2021</b>				
ILL	ILS	New Directors	Technology	Other
<p>Increase ILL requests by two per month?</p> <p>Count May.</p>	<p>Weeding schedule: - Adult/LP: nonfic 300s - Kids: nonfic 900s</p> <p>Check (and revise?) your library's locations, part 1: adults.</p>	<p>SWKLS Staff "Meet &amp; Greet" part 2.</p>		Monthly CatExpress report posted on the Wiki.

	EOM: Check brief zzz bibs.			
<b>JULY 2021</b>				
ILL	ILS	New Directors	Technology	Other
Count June.	Weeding schedule: - Adult/LP: nonfic 500s - Kids: none  EOM: Check brief zzz bibs.	Meet with your mentor.	1 <sup>st</sup> : New E-rate calendar begins.	The last CatExpress report of the renewal year 2021 will be posted on the Wiki. Renewal year 2022 begins July 1, 2021 – June 30, 2022
<b>AUGUST 2021</b>				
ILL	ILS	New Directors	Technology	Other
Count July.	Weeding schedule: - Adult/LP: nonfic 600-629 - Kids: nonfic 920-921  EOM: Check brief zzz bibs.	Prepare your summer reading report.  BOD hybrid meeting at 10AM on the 20 <sup>th</sup> .	Plan to attend Tech Day+ 2021 on September 24 <sup>th</sup> .	Monthly CatExpress report will be posted on the Wiki.  Train U.P.s commence after summer reading. First Tuesday of every month at 2PM via Zoom. This month's topic = "Build a StoryWalk®! Grant Opportunities for SWKS"
<b>SEPTEMBER 2021</b>				
ILL	ILS	New Directors	Technology	Other
Count August.	Weeding schedule: - Adult/LP: nonfic 630-629 - Adult DVDs - Kids: nonfic 700s  Update your library's VERSO splash page.  Prepare for New Leaf's pick-ups next month.	Training.  SWKLS Staff visits.  Meet with your mentor.	Review Technology Plan. Consider technology purchases.  	Monthly CatExpress report will be posted on the Wiki.

	EOM: Check brief zzz bibs.		September 24 <sup>th</sup> at the Gray County Fairgrounds	
<b>OCTOBER 2021</b>				
ILL	ILS	New Directors	Technology	Other
Count September.	Weeding schedule: - Adult/LP: nonfic 700-800 - Kids: nonfic 000-300  New Leaf pick-ups: 14 <sup>th</sup> and 21 <sup>st</sup> .  <i>Crafting Your Collection  2021</i>  EOM: Check brief zzz bibs.	BOD hybrid meeting at 10AM on the 15 <sup>th</sup> .	Cybersecurity Month	Monthly CatExpress report will be posted on the Wiki.
<b>NOVEMBER 2021</b>				
ILL	ILS	New Directors	Technology	Other
Count October.  Consider: Choose a back- up ILLer?  AG Q&A Sessions 2021	Weeding schedule: - Adult/LP: nonfic 900-919 - Kids: nonfic 400 & 800  Check (and revise?) your library's locations, part 2: kids.  Is your customization working well? If not, what changes need to be made?  AG Q&A Sessions 2021  EOM: Check brief zzz bibs.	Training.  SWKLS Staff visits.  Meet with your mentor.		Monthly CatExpress report will be posted on the Wiki.

**DECEMBER 2021**

ILL	ILS	New Directors	Technology	Other
<p>To prepare for the State Report, count all ILL monthly totals.</p> <p>Consider: Choose a back-up ILLer.</p> <p>SWKLS U.P. Survey 2021</p>	<p>Weeding schedule: - Adult/LP: nonfic 920-end - Kids: all AV</p> <p>Update your library's VERSO splash page.</p> <p>EOM: Check brief zzz bibs.</p> <p>SWKLS U.P. Survey 2021</p>	<p>BOD hybrid meeting at 10AM on the 3<sup>rd</sup>.</p> <p>Begin to prepare for State Report due in February.</p>	<p>E-rate request-for-proposals (RFP) begins with SWKLS associate, Toby.</p>	<p>Possible date for Crafting Your Collection 2021 = 10<sup>th</sup> ?</p> <p>YTD CatExpress report will be posted on the Wiki.</p>

**JANUARY 2022**

ILL	ILS	New Directors	Technology	Other
<p>Fully digitized tracking system in place.</p> <p>Count all of 2021 to prepare for State Report due next month.</p> <p>Add back-up ILLer.</p>	<p>Restart annual weeding schedule: - Adult/LP: fiction A-F - Kids: fiction A-G</p> <p>EOM: Check brief zzz bibs.</p>	<p>SWKLS U.P. Survey for 2021</p>		<p>Monthly CatExpress report will be posted on the Wiki.</p>

**Prepare for State Survey Reports – Due by February 1 (?).**