

Prairie Lakes Library System



Prairie Lakes Advisory Committee Meeting

Tue Feb 14, 2023 9:30 AM - 11:00 AM CST

Matheson Memorial Library - 101 N Wisconsin St, Elkhorn, WI 53121 - Community Room(Across from Inner Library Entrance)

**1. Call to Order**

Called to order at 9:34 a.m. by Tami Bartoli, acting chair.

**2. Roll Call and Introduction of Guests**

Members Present: Bartoli, Burkhalter, Davies (via GoToMeeting), DeVries (Proxy for Dimassis via GoToMeeting), Keith Gerlach (Proxy for Kornak), Hein (via GoToMeeting), Heskett (via GoToMeeting), Kinkaid (via GoToMeeting), Krebs-Smith, Kunkel, Langer (via GoToMeeting), Sanders (Proxy for Schnupp via GoToMeeting), Sorrentino, Stapleton (via GoToMeeting), Strunz (via GoToMeeting), Swanson, Teval (Proxy for McCormick), Zimmerman ( via GoToMeeting)

PLLS Staff & Board Present: Bue, Dowling, Erickson, Hudson, Novy, Nugent,

OhsGuests: Wyatt Ditzler (Beloit Public Library)

**3. Approval of Previous Minutes**

Sorrentino moves, Seconded by Gerlach, No further discussion. Motion Passed.

**4. Informational Reports**

**a. System Director's Report**

Ohs recapped his written report.

**b. Library System Board Report (Liaison)**

Nugent represented the PLLS Board. A special board meeting was called to discuss insurance policies which were approved at that meeting. The next PLLS Board meeting is Feb, 22nd 2023 at 6pm.

**c. Technology Team Report (Jim Novy)**

TEACH has signed a new contract for the next iteration of the Wide Area Network and is starting to schedule installations at library sites. Please include the tech team in replies if anyone reaches out directly. Discussed the current status of server software updates, NCIP 2.0 testing, and an updated people counter solution. Orders for the annual PC group must be in by Feb 24th.

☑ Please include the Tech Team in any direct replies regarding TEACH and the Wide Area Network (WAN) installs

☑ Submit annual PC group purchase orders to Novy

Due: 02/24/2023

**d. Marketing and Public Relations Coordinator's Report (Tovah Anderson)**

No report.

**e. Youth Services Report (Jen Puccini)**

Provided by Puccini, read by Ohs. Storywagon performers are booked with a total of 4 performers per library. Schedules have been sent out. Puccini and Phil Schomber from Hedberg Public Library are discussing a collaboration with Hedberg's 1,000 Books Before Kindergarten app. A meeting is set for Feb 28th at 1pm for Youth Service staff to discuss said collaboration.

**f. Inclusive Services Report (Rene Bue)**

The State Inclusive Services SIG has not met since the last Advisory Committee meeting. Bue shared the state of the inclusive services service menu on the PLLS website.

**5. Special Order of Business for SHARE Consortium (None)**

None.

**6. Unfinished Business**

**a. DRAFT Liaison Schedule for 2023 (Possible Action)**

Davies requested Advisory Committee and PLLS Board meeting dates be added to the document once scheduled.

Motion by Teval to approve the liaison schedule. Strunz seconds. No further discussion. Motion passed.

**b. Advisory Committee Bylaws (Possible Action)**

The advisory committee asked clarifying questions relating to committee/work-group creation along with mileage reimbursement for Advisory Committee meetings.

Discussion occurred. The committee will take feedback and construct a formal draft for next meeting. No formal action was taken.

## 7. New Business

### a. OverDrive Advantage and WPLC Representation (Possible Action)

Ohs presented the written report. The job description for a selection committee member was read. Discussion about the committee appointment requirement and objectives along with the content presented within the written report occurred.

A motion by Burkhalter was made to task Ohs with appointing members to both the WPLC Steering Committee and the WPLC Selection Committee and report back on said appointments next meeting. Motion seconded by Sorrentino. No further Discussion. Motion Passed

A motion by Burkhalter was made to appoint Teval with the task of managing the PLLS OverDrive Advantage collection. Swanson seconds. No further discussion. Motion Passed.

## 8. Member-Suggested Items for Future Meetings

### a. Library Policy Sharing & Discussion

## 9. Member Library Updates

Member libraries shared local updates including recent activities, milestones, success stories, renovation updates, and challenges.

## 10. Announcements

### a. Next Scheduled Advisory Committee Meeting

Tuesday, March 7th @ 9:30 AM. Matheson Memorial Library Community Room.

### b. Next Scheduled System Board Meeting

Wednesday, February 22nd @ 6:00 PM. Matheson Memorial Library Friends Room.

## 11. Adjournment

Motion to adjourn at 10:42 p.m. by Sorrentino, seconded by Teval. Motion passed.

*Minutes submitted by David Dowling 02/14/2023.*



## Prairie Lakes Advisory Committee Meeting Agenda

Feb 14th, 2023 9:30am - 11:00am CST

Matheson Memorial Library - 101 N Wisconsin St, Elkhorn, WI 53121 - Community Room

(Across from Inner Library Entrance)

**NOTICE OF PUBLIC MEETING:** The public and press are welcome to attend in person or virtually, depending on the options available above. If you need assistance in participating in this meeting or event, please call (262) 514-4500.

### 1. Call to Order

Alphabetically, by library name, the next chair candidates are: J. Schnupp, N. Dimassis, M. Hein, and J. Davies.

9:30am

### 2. Roll Call and Introduction of Guests

**Regular Representatives:** Carter, Schnupp, Dimassis, Hein, Davies, Langer, Heskette, Kloeckner, Bartoli, Krebs-Smith, Burkhalter, Strehlow, Swanson, McCormick, Kornak, Robinson, Kunkel, Strunz, Zimmermann, Stapleton, Sorrentino, Kinkaid. **Prairie Lakes Board Trustee(s):** Mary Nugent.

### 3. Approval of Previous Minutes

Included in packet.

### 4. Informational Reports

#### a. System Director's Report

Included in Packet.

#### b. Library System Board Report (Liaison)

- c. **Technology Team Report (Jim Novy)**
- d. **Marketing and Public Relations Coordinator's Report (Tovah Anderson)**
- e. **Youth Services Report (Jen Puccini)**
- f. **Inclusive Services Report (Rene Bue)**

**5. Special Order of Business for SHARE Consortium (None)**

NOTE: The directors or designated proxies of the Kenosha Public Library and Kenosha Community Library may vote on any motions occurring during this special order of business.

**6. Unfinished Business**

**a. DRAFT Liaison Schedule for 2023 (Possible Action)**

Draft schedule included in packet.

**b. Advisory Committee Bylaws (Possible Action)**

A three-person bylaws subcommittee was appointed last time. The committee will provide an update, and seek feedback from the group. Following this meeting, the subcommittee will begin work on a draft.

**7. New Business**

**a. OverDrive Advantage and WPLC Representation (Possible Action)**

System staff recommendations document is included in the packet.

**8. Member-Suggested Items for Future Meetings**

**a. Library Policy Sharing & Discussion**

Suggested by system staff.

## 9. **Member Library Updates**

Each member library is welcome to share any local updates - including recent activities, success stories, challenges, or any other information you would like to share.

## 10. **Announcements**

### a. **Next Scheduled Advisory Committee Meeting**

Tuesday, March 7th @ 9:30 AM. Matheson Memorial Library Community Room.

### b. **Next Scheduled System Board Meeting**

Wednesday, February 22nd @ 6:00 PM. Matheson Memorial Library Friends Room.

## 11. **Adjournment**

A motion to adjourn is required.

END  
11:00am

Prairie Lakes Library System



Prairie Lakes Advisory Committee Meeting

Tue Jan 24, 2023 9:30 AM - 11:00 AM CST

Matheson Memorial Library - 101 N Wisconsin St, Elkhorn, WI 53121

Community Room (Across from Inner Library Entrance)

<https://meet.goto.com/181260189> | Access Code: 181-260-189 | To access via telephone, please dial: +1 (312) 757-3121

**1. Call to Order**

9:32 A.M. by Michelle Carter, Acting Chair.

**2. Roll Call and Introduction of Guests**

Members Present: Bartoli, Burkhalter, Carter, Davies, DeVries (Proxy for Dimassis), Kinkaid (via GoToMeeting), Kloeckner (via GoToMeeting), Kornak (via GoToMeeting), Krebs-Smith, Kunkel, Robinson, Sanders (Proxy for Schnupp), Sorrentino, Stapleton (via GoToMeeting), Stunz, Swanson (via GoToMeeting), Teval (Proxy for McCormick), Zimmerman

Members Absent: Dimassis, Hein, Heskette, Langer, McCormick, Strehlow

PLLS Staff & Board Present: Anderson, Bue, Dowling, Erickson, Hudson, Martin, Novy (via GoToMeeting), Nugent, Ohs, Platteter, Puccini (via GoToMeeting)

SHARE Members Absent: Brattin, Briese

**3. Approval of Previous Minutes (None)**

**4. Informational Reports**

**a. System Director's Report**

Ohs recapped his written report.

**b. Library System Board Report (System Trustee and/or System Director)**

Nugent represented the PLLS board.

**c. Technology Team Report (Jim Novy)**

Discussed the recent ILS outages, the measures taken to correct the outage issues, and other IT activities.

**d. Marketing and Public Relations Coordinator's Report (Tovah Anderson)**

Anderson shared the status of PLLS' web presence, discussed the status of the M&PR Services menu, and shared information about past summer library program M&PR materials and the SLP request deadline (March 15, 2023).

**e. Youth Services Report (Jen Puccini)**

Scheduling Story Wagon performers now.

**f. Inclusive Services Report (Rene Bue)**

**Item deferred and returned to after 7. d.**

Bue shared plans to create a menu of inclusive services consulting activities and what state inclusive services groups are up to.

**5. Special Order of Business for SHARE Consortium (If Any)**

None.

**6. Unfinished Business (None)**

None.


**7. New Business**

**a. Prairie Lakes Advisory Committee (Possible Action)**

Preferences regarding possibly PLAC bylaws, SHARE bylaws, and primary duties of PLAC were discussed.

Motion by Teval to recommend to the PLLS System Board that PLAC creates its own bylaws. Seconded by Robinson.

Discussion about how to create bylaws resulted in the formation of an intentionally small committee comprised of one library director from each county: Davies (Racine), Bartoli (Walworth), and Krebs-Smith (Rock).


 Revised Motion: Motion by Teval to inform the PLLS System Board that PLAC *would like* to create its own bylaws *and to form a committee to create a draft*. Seconded by Robinson seconds. No further discussion. Motion passed.

⊙ Davies will work with Bylaws Committee members to schedule a meeting and provide will provide an update at the February 14, 2023, PLAC meeting.

Due: 02/14/2023

**b. Advisory Committee Meeting Schedule (Possible Action)**


Ohs presented a revised draft of the proposed PLAC meeting schedule. The group discussed how SHARE business will be conducted for the time being. The general consensus was that the meeting schedule is acceptable.

 No formal action taken.



**c. Advisory Committee Liaison to System Board (Possible Action)**

Group liked the idea of a rotating PLAC Liaison to the PLLS Board and discussed ways to make the task and representation equitable and came to a consensus.

 No formal action taken.

- Ohs will create a schedule of PLAC to PLLS Board Liaisons based on the groups consensus: Each county is responsible for designating one liaison a year to serve four consecutive months. The order of counties shall be alphabetical. The order of representatives from within each county shall be designated alphabetically by library name.

Assigned to: Steve Ohs

Due: 02/14/2023

- ☑ Ohs will create a schedule PLLS Board to PLAC liaisons based on a similar formula.

Assigned to: Steve Ohs

Due: 02/03/2023

**d. Strategic Planning**

Ohs shared an update on the Memorandum of Agreement under development with WiLS, and the anticipated format of the process.

**e. Meeting Review**

Attendees discussed the effectiveness of this meeting format and what about this meeting structure did and did not work well.

**Returned to previously deferred item 4. f.**

**f. Member-Suggested Items for Future Meetings**

None at this time.

**8. MemberLibrary Announcements**

Member libraries shared local updates including recent activities, milestones, success stories, renovation updates, and challenges.

**9. Announcements**

**a. Next Scheduled Advisory Committee Meeting**

Tuesday, February 14, at 9:30 A.M. at Matheson Memorial Library in the Community Room.

**b. Next Scheduled System Board Meeting**

TBA

**10. Adjournment**

 Motion to adjourn at 11:02 A.M. by Teval. Seconded by Krebs-Smith. Motion passed.

Minutes Submitted by Tovah Anderson. 1/24/2023

DRAFT Prairie Lakes Library System Liaison Schedule

Quarter	Month	Liaison to System Board (Library Directors)	Liaison to Advisory Committee (System Board Trustees)
1	January	Burlington Public Library (Davies)	Jose Carillo
	February	Burlington Public Library (Davies)	Jose Carillo
	March	Burlington Public Library (Davies)	Jose Carillo
2	April	Beloit Public Library (Dimassis/Devries)	Mary Nugent
	May	Beloit Public Library (Dimassis/Devries)	Mary Nugent
	June	Beloit Public Library (Dimassis/Devries)	Mary Nugent
3	July	Aram Public Library (Carter)	Gary Tilleros
	August	Aram Public Library (Carter)	Gary Tilleros
	September	Aram Public Library (Carter)	Gary Tilleros
4	October	Graham Public Library (Swanson)	Adam Dinnes
	November	Graham Public Library (Swanson)	Adam Dinnes
	December	Graham Public Library (Swanson)	Adam Dinnes

**Rules used to establish rotation:**

- 1) Quarterly liaison rotations.
- 2) Library director liaisons alternate by county, then by library name in alphabetical order.
- 3) Trustee liaisons alternate by county, then by last name in alphabetical order.

**Note:**

\*First trustee pick was selected at random by using "Wheel of Names" (<https://wheelofnames.com/>)

Library System Recommendations for Advisory Committee  
Re: OverDrive Advantage  
Date: 2023.02.14

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### **Key Takeaways**

- OverDrive Advantage accounts for the former ALS and LLS systems will need to be merged on April 1, 2023.
- Direction is needed regarding how future advantage copies will be purchased.
- Volunteers are needed to represent the Prairie Lakes membership on two WPLC-affiliated committees.

### **Requested Actions**

1. Appoint one member director to do basic management of a merged OverDrive Advantage account, with assistance from Prairie Lakes staff.
2. Appoint Michael Devries and one other person to represent the Prairie Lakes members on the WPLC Steering Committee.
3. Appoint two people to represent the Prairie Lakes members on the WPLC Selection Committee.

### **Background - Merger of OverDrive Advantage Accounts**

- “OverDrive Advantage” is how we purchase additional copies of titles in the statewide OverDrive collection to address patron demand in our region.
- The former ALS and LLS systems each maintained separate OverDrive Advantage accounts prior to the merger.
- These accounts will need to be consolidated into a single Advantage account for Prairie Lakes Library System.
- The effective date proposed for this is April 1st, 2023.
- Unless system staff can devise an effective workaround, patrons will lose their reading histories when using the OverDrive website.
- The Libby App will retain reading histories.
- Some public outreach will be necessary.
- Tovah will provide a one-pager info sheet for patrons and website copy for use in informing patrons.

## **Background - Future Management of OverDrive Advantage**

- Prior to the system merger, the ALS member libraries relied on a member library volunteer (C. Teval - Hedberg PL) to manage the purchasing of additional copies for the ALS Advantage collection.
- Also prior to the merger, the LLS member libraries relied on automated purchase triggers in the OverDrive hold manager. These were set up and occasionally monitored by system staff.
- System staff believe it would be most effective to have a member library director or skilled staffer serve as the point person for the system-wide OverDrive Advantage collection. The alternative to this would be to establish automated triggers to buy more copies based solely on hold queues, which is not as effective as a human touch.
- System staff would be available to help the point person with technical issues and account settings, as well as to relay questions and decision points to/from the advisory committee.

## **Background - WPLC Committee Representation for Prairie Lakes Library System**

- Prairie Lakes Library System will have two seats on the [WPLC Digital Library Steering Committee](#). Michael Devries (Beloit PL) is willing to represent Prairie Lakes Library System. Another representative is needed.
- Prairie Lakes Library System will have two seats on the [WPLC Selection Committee](#). Charles Teval and Emily Kornak have experience on this committee prior to the merger.

System Director's Report - 2023 - 2 (February)  
Prairie Lakes Advisory Committee

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Greetings,

Here is my report for the February 2023 Advisory Committee meeting.

Staff Activities

I would like to begin by mentioning that the week of February 6th is Janice Martin's last week in the office. Janice will be running-out vacation through roughly the end of the month - entering retirement in the early days of March. As many of you are aware, Janice has been a tremendous positive force behind the scenes of our activities, both before and after the merger. We will all miss her. Jeremy Erickson has been doing a super job learning the ropes and soaking-up institutional knowledge like a sponge from Janice. Jeremy has taken over the system's bookkeeping and accounting functions at this point and is now the primary contact at Prairie Lakes for billing questions. If you would like to send any congratulatory correspondence to Janice, we are happy to receive and forward those items to her.

In other news, the merger implementation continues. We've been able to begin closing the loop on a few projects, such as insurance for the library system, transfer of title and registration from the delivery vans, and others. We've had a number of meetings with vendors over the past few weeks to change/merge accounts and consolidate statistics gathering so that we can better aggregate those for you. We are continuing to learn the Boardable platform, and are making occasional tweaks to our process to make obtaining meeting documents easier, improve formatting, etc. We are also in varying stages of completing annual reports for the former ALS and LLS library systems.

Board of Trustees

The process of finding a common recurring meeting slot for system board meetings has been challenging. However, we have a draft board meeting schedule that will be presented at the February 22nd meeting. We will begin preparing a packet for this meeting in earnest soon and hope to have that distributed by end of the day on Tuesday, February 14th. Current priorities for the next meeting include approval of a basic structure for system bylaws, development of interpersonal relationships among the trustees, and beginning to dip our toes into policy discussions.

Respectfully submitted,

Steve Ohs, Director  
Prairie Lakes Library System