Prairie Lakes Library System

Prairie Lakes Advisory Committee Meeting
Tue Mar 7, 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
9:33 A.M. by acting chair, Tami Bartoli.

2. Roll Call and Introduction of Guests

Regular Representatives Present: Emily Sanders (Schnupp proxy), Davies, Kloeckner (TA - Revised spelling), Bartoli, McCormick, Ellen Packard Ward (Kornak proxy), Sorrentino; **Present Virtually:** Schnupp, DeVries (Dimassis proxy), Hein, Langer, Heskett, Krebs-Smith, Burkhalter, Swanson, Kunkel, Strunz, Zimmerman, Stapleton, Kinkaid, Nunez; **Absent:** Carter, Strehlow, Robinson

System Staff Present: Present: Dowling, Erickson, Hudson, Novy, Ohs, Platteter; Present Virtually: Anderson; Absent: Schultz

Guests: Sue Lea (PLLS Board), Wyatt Ditzler (Beloit Public Library)

3. Approval of Previous Minutes
Included in packet.

Davies motioned to approve the February meeting minutes. Sorrentino seconded. Motioned carried.

4. Informational Reports

a. System Director's Report (Steve Ohs)
Included in Packet.

Ohs recapped his written report.

b. Library System Board Report
Included in Director's Report.

Ohs recapped his written report. Platteter encouraged members to use the Southeast Wisconsin Libraries Continuing Education C.E. grants to attend WAPL Conference and ALA Conference. https://sewilibraries.org/continuing-education-grants/. Lea announced the results of the board's officer elections.

c. Technology Team Report (Jim Novy)

Novy discussed progress on a number of ongoing projects.

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

Anderson discussed a few ongoing projects and encouraged members to develop social media policies.

⊘ Tovah: Distribute sample social media policy.
Due: 03/07/2023

e. Youth Services Report (Jen Puccini)

In Puccini's absence, Ohs read her submitted report, which provided updates on Storywagon and 1,000 Books Before Kindergarten.

f. Inclusive Services Report (Rene Bue)

Nothing to report.

g. Subcommittee on Bylaws Report (Bartoli, Davies, Krebs-Smith)

Committee to meet following this meeting. Plans to have a draft submitted prior to next Advisory Committee meeting.

5. Special Order of Business for SHARE Consortium

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.

a. Pre-Meeting Survey Review - 2024 Budget and Vendor Priorities (Informational)

Please complete this survey prior to the meeting: https://forms.gle/nZAGoR7Qh2zECnSH6

Ohs shared survey results.

b. SHARE Co-op Resource Usage (Informational)

2022 SHARE Co-op Resource Usage spreadsheet included in packet.

Ohs shared Co-Op resource usage.

c. Proposed Next Steps in 2024 SHARE Budget Prep (Discussion)

1. Prior to March AC meeting: Pre-meeting survey to assess interest in any suggested new vendors or products.
2. March AC meeting: finalize list of any vendor demos wanted by the AC.
3. System staff will schedule requested demos and host them virtually.
4. April AC meeting: Presentation of draft 2024 SHARE co-op budget.

Group identified Brainfuse HelpNow as a resource for possible elimination and Acorn TV, Archive Social, and some sort of calendaring application–possibly LibCal or Library Aware ad possible additional resources.

⊘ PLLS Staff: Research & set up demo for Acorn TV
Due: 03/31/2023

⊘ PLLS Staff: Research and set up calendaring/room reservation demos - possibly LibCal or LibraryAware

Due: 03/31/2023

⊘ PLLS Staff: Set up Archive Social Demo
   Due: 03/31/2023

⊘ Ohs: Can KCLS save money by participating in PLLS' Ancestry subscription?
   Assigned to: Steve Ohs
   Due: 03/31/2023

⊘ PLLS Staff: Are Rock Co. libraries on Canva subscription? What would be the cost & perks of upgrading to Pro?
   Due: 03/31/2023

⊘ Anderson: Resend Transparent Language Launch Toolkit
   Due: 03/31/2023

⊘ Novy: Share Ancestry login info with Rock County libraries and Tovah
   Due: 03/31/2023

⊘ Anderson: Create Ancestry launch toolkit, sent to Rock Co. Libraries
   Due: 03/31/2023

6. Unfinished Business

  a. OverDrive Advantage and WPLC Representation (Informational)
    2023 OverDrive Advantage and WPLC Representation Info Sheet included in packet.

    Ohs recapped written information.

7. New Business

  a. One Library Card in System (Possible Action)
    Director's note included in packet.

    No action.

⊘ Novy: Collect data on the approximate number of patrons with duplicate PLLS cards.
   Due: 03/31/2023

8. Member-Suggested Items for Future Meetings
  None at this time.

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.

  Barrett Memorial Library shared their new teen and adult pod cast programs.

10. Announcements

  a. Next Scheduled Advisory Committee Meeting

b. Next Scheduled System Board Meeting

Wednesday, March 22nd @ **6:30 PM**. Matheson Memorial Library Friends Room.

11. Adjournment

A motion to adjourn is required.

Sorrentino motioned to adjourn. Davies seconded. Motioned carried. Meeting was adjourned by Bartoli at 10:28 A.M.

Minutes submitted by Tovah Anderson, Tuesday, March 7, 2023.

Amended Tuesday, April 4, 2023. Corrected spelling of Kloeckner in item 2. Roll.

Prairie Lakes Advisory Committee Meeting Agenda

Mar 7th, 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**
   9:30am

   Sarah Strunz (Orfordville) has volunteered to chair this meeting.
   Thank you, Sarah.

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

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

3. **Approval of Previous Minutes**

   Included in packet.

4. **Informational Reports**

   a. **System Director's Report (Steve Ohs)**

      Included in Packet.

b. **Library System Board Report**
Included in Director's Report.

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)**

g. **Subcommittee on Bylaws Report (Bartoli, Davies, Krebs-Smith)**

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b. **SHARE Co-op Resource Usage (Informational)**
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c. **Proposed Next Steps in 2024 SHARE Budget Prep (Discussion)**
   1. Prior to March AC meeting: Pre-meeting survey to assess interest in any suggested new vendors or products.
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9. **Member Library Updates**
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10. **Announcements**

    a. **Next Scheduled Advisory Committee Meeting**
       Tuesday, April 4th @ 9:30 AM. Matheson Memorial Library Community Room.

    b. **Next Scheduled System Board Meeting**
       Wednesday, April 26th @ 6:30 PM. Matheson Memorial Library Friends Room.

11. **Adjournment**

A motion to adjourn is required.

END
11:00am