

Prairie Lakes Library System



Prairie Lakes Advisory Committee Meeting

Tue May 2, 2023 9:30 AM - 11:00 AM CDT

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

A volunteer to chair this meeting is requested.

Called to order at 9:31 AM by Tami Bartoli, acting chair.

2. Roll Call and Introduction of Guests

Regular Representatives – Present: Carter, DeVries (proxy for Dimassis), Bartoli, Krebs-Smith, Teval (proxy for McCormick), Kornak, Robinson, Kunkel; **Present Virtually:** Schnupp, Hein, Davies, Langer, Heskette, Kloeckner, Burkhalter, Strehlow, Swanson, Strunz, Sorrentino, Kinkaid, Nunez (Proxy for Brattin); **Absent:** Dimassis, Briese, McCormick, Brattin, Zimmermann, Stapleton
Prairie Lakes System Staff – Present: Ohs, Platteter, Novy, Dowling, Hudson, Erickson, Anderson, Bue; **Absent:** Schultz, Puccini
Prairie Lakes Board Trustee(s) Present: Mary Nugent.

3. Approval of Previous Minutes

Included in packet.

Motion to approve corrected minutes (add Schnupp under absent in Roll) by Sorrentino. Second by Krebs-Smith. Motion Carried.

4. Informational Reports

a. System Director's Report (Steve Ohs)

Ohs gave a verbal report.

b. Library System Board Report

Ohs gave a verbal report.

c. Technology Team Report (Jim Novy)

Novy gave a verbal report.

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

Anderson gave a verbal report.

e. Youth Services Report (Jen Puccini)

No report.

f. Inclusive Services Report (Rene Bue)

Bue gave a verbal report.

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

Bartoli summarized the revised draft (included in the meeting packet).

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. Presentation of Current DRAFT 2024 Cooperative Budget (Informational)

System staff will share updates with the group regarding the 2024 cooperative budget process.

b. Discussion of the 2nd DRAFT 2024 Cooperative Budget (Possible Action)

A time for feedback, proposals for changes, etc. It is recommended that any change proposals be accompanied by a vote. **ONE KEY QUESTION: would you like the system to negotiate a 2-3 year agreement with LinkedIn Learning for Libraries to lock-in no cost increases?**

Group discussion resulted in a consensus to:

1. renew SkyRiver contract;
2. Renew LinkedIn Learning for 1 year with possible multi-year renewal next budget cycle;
3. Bring Gale information and pricing back to PLAC in June.

☺ Survey libraries: who will use LocalHop; Who wants Room Reservation option.

Assigned to: Steve Ohs

Due: 05/24/2023

c. Next Steps in the 2024 Cooperative Budget Process (Informational, Discussion)

Anticipated timeline:

- PLLS staff are meeting with Gale Courses representatives later in the afternoon of this meeting day to receive a proposal.
- June 2023 - Suggested target date for approval of the 2024 Cooperative Budget.
- After approval of the budget, PLLS will monitor any outstanding vendor renewal quotes. If any quotes come back in excess of 5% increase, we will bring the budget back to the A.C. for your approval again.

d. Large Print and Audiobook Floating Collection Participation (Discussion, Possible Action)

Ohs shared background of this Lakeshores Library System project. No action.

e. SHARE Teacher Cards (Discussion, Possible Action)

Teval motioned to adopt SHARE Teacher Cards as a permanent offering based on the success of the one year trial. DeVries Seconded. No further discussion. Motion carried.

6. Unfinished Business

a. DRAFT PLLS Advisory Committee Bylaws (Discussion, Possible Action)

Included in the packet is a draft bylaws document prepared by the Bylaws Subcommittee.

Teval motioned to adopt the Draft PLLS Advisory Committee Bylaws with the correction of "23" libraries to "22" libraries and the corrected spelling of "Delevan" to "Delavan". Sorrentino seconded. Tech Trouble ensued. Teval rescinded his motion and motion was tabled.

7. New Business

a. System Canva Subscription (Informational, Discussion)

Tovah Anderson will lead a discussion on this topic.

Anderson shared information about PLLS' Canva Teams subscription and the efforts to get all PLLS' libraries set up with an account.

8. Member-Suggested Items for Future Meetings

Adoption of bylaws. 2024 Budget Draft.

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.

General information was shared by several libraries.

10. Announcements

a. Next Scheduled Advisory Committee Meeting

Tuesday, June 6th @ 9:30 AM. Matheson Memorial Library Community Room.

b. Next Scheduled System Board Meeting

Wednesday, May 24th @ 6:30 PM. Hybrid meeting format.

11. Adjournment

A motion to adjourn is required.

Adjourned by Bartoli at 10:36 AM

Motion to adjourn by Sorrentino. Second by Teval. Motion Carried.

Submitted by Tovah Anderson May 2, 2023.

Revised June 8, 2023 by Tovah Anderson. A technical error occurred and the second half of the minutes was not saved (item 5 d. onward). The minutes were therefore incomplete when submitted for approval at the June 6, 2023 meeting.



Prairie Lakes Advisory Committee Meeting Agenda

May 2nd, 2023 9:30am - 11:00am CDT

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.

Connection Details:

Virtual Link: <https://meet.goto.com/181260189>

Access Code: 181-260-189 | To access via telephone, please dial: +1 (312) 757-3121

1. Call to Order

A volunteer to chair this meeting is requested.

9:30am

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):** Mary Nugent.

3. Approval of Previous Minutes

Included in packet.

4. Informational Reports

- a. System Director's Report (Steve Ohs)
- b. Library System Board 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)**

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. **Presentation of Current DRAFT 2024 Cooperative
Budget (Informational)**

System staff will share updates with the group regarding the 2024 cooperative budget process.

b. **Discussion of the 2nd DRAFT 2024 Cooperative Budget
(Possible Action)**

A time for feedback, proposals for changes, etc. It is recommended that any change proposals be accompanied by a vote. ***ONE KEY QUESTION: would you like the system to negotiate a 2-3 year agreement with LinkedIn Learning for Libraries to lock-in no cost increases?***

**c. Next Steps in the 2024 Cooperative Budget Process
(Informational, Discussion)**

Anticipated timeline:

- PLLS staff are meeting with Gale Courses representatives later in the afternoon of this meeting day to receive a proposal.
- June 2023 - Suggested target date for approval of the 2024 Cooperative Budget.
- After approval of the budget, PLLS will monitor any outstanding vendor renewal quotes. If any quotes come back in excess of 5% increase, we will bring the budget back to the A.C. for your approval again.

**d. Large Print and Audiobook Floating Collection
Participation (Discussion, Possible Action)**

e. SHARE Teacher Cards (Discussion, Possible Action)

6. Unfinished Business (None)

**a. DRAFT PLLS Advisory Committee Bylaws (Discussion,
Possible Action)**

Included in the packet is a draft bylaws document prepared by the Bylaws Subcommittee.

7. New Business

a. System Canva Subscription (Informational, Discussion)

Tovah Anderson will lead a discussion on this topic.

8. Member-Suggested Items for Future Meetings

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, June 6th @ 9:30 AM. Matheson Memorial Library
Community Room.

b. **Next Scheduled System Board Meeting**

Wednesday, May 24th @ 6:30 PM. Hybrid meeting format.

11. **Adjournment**

A motion to adjourn is required.

END
11:00am

Prairie Lakes Library System



Prairie Lakes Advisory Committee Meeting

Tue Apr 4, 2023 9:30 AM - 11:00 AM CDT

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

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1. Call to Order

A chairperson from Racine County is recommended, for the purpose of county rotation.

Called to order at 9:32 A.M. by Charles Teval, acting chair.

2. Roll Call and Introduction of Guests

Quorum met.

Regular Representatives – Present: Emily Sanders, Baroli, Burkhalter, Swanson, Teval, Kornak, Robinson, Strunz, Zimmerman; **Present Virtually:** Michael DeVries, Langer, Kloeckner, Krebs-Smith, Strehlow, Kunkel, Stapleton, Sorrentino, Kinkaid; **Absent:** Carter, Hein, Davies, Heskett

Prairie Lakes System Staff – Present: Anderson, Dowling, Erickson Hudson, Novy, Ohs, Platteter; **Absent:** Schultz

Prairie Lakes Board Trustee(s): Mary Nugent.

3. Approval of Previous Minutes

Included in packet.

Kloeckner requested the correction of her name in attendance via email.

 Motion to approve minutes by Sorrentino, second by Burkhalter. Motion carried.

4. Informational Reports

a. System Director's Report (Steve Ohs)

Included in Packet.

Ohs recapped the written report.

b. Library System Board Report

Included in Director's Report.

Ohs recapped the written report.

c. Technology Team Report (Jim Novy)

Novy shared current Tech Team projects.

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

Anderson shared current Marketing and Public relations news.

e. Youth Services Report (Jen Puccini)

Ohs shared a submitted report.

f. Inclusive Services Report (Rene Bue)

Bue emailed state Inclusive Services updates to the PLLS Directors List prior to the meeting.

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

A draft will be reviewed at the next PLAC 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. Presentation and Walk-Through of DRAFT 2024 Cooperative Budget (Informational)


An initial draft budget is included in the packet. Cost figures in this budget are preliminary and will be updated to reflect precise costs as vendors make renewal quotes available over the coming months. 5% increases are included, as estimates. We have added 1) ArchiveSocial and 2) LocalHop to this budget.

Ohs recapped included draft budget.

b. Discussion of the DRAFT 2024 Cooperative Budget (Possible Action)

A time for feedback, proposals for changes, etc. It is recommended that any change proposals be accompanied by a vote. Examples: remove BrainFuse, remove something else, add something else.

 Robinson motioned to strike Archive Social from the draft budget. Kornak seconded. motion carried.

 Robinson motioned to strike Brainfuse HelpNow from the draft budget. Bartoli seconded. Motion carried.

☑ Bring Brainfuse HelpNow sunset date to next PLAC Meeting.

Assigned to: Steve Ohs

Due: 05/02/2023

☑ Obtain Gale pricing and arrange a Demo.

Assigned to: Steve Ohs

Due: 05/02/2023

☑ Encourage libraries to adopt a Record Retention Policy – or else records need to be maintained in perpetuity. <https://dpi.wi.gov/libraries/records>

Assigned to: Steve Ohs

Due: 07/11/2023

c. Next Steps in the 2024 Cooperative Budget Process (Informational, Discussion)

The following timeline is based on our current state of knowledge, and can easily be changed in response to the A.C.'s preferences (your feedback is very helpful):

- May 2023 - PLLS presents an updated draft based on today's discussion, and A.C. will have another opportunity to make additional changes.
- PLLS staff will continue to update vendor-quoted renewal figures as soon as we get them, and attempt to hold vendors to no more than 5% annual increases as best we can.
- June 2023 - Suggested target date for approval of the 2024 Cooperative Budget.
- After approval of the budget, PLLS will monitor any outstanding vendor renewal quotes. If any quotes come back in excess of 5% increase, we will bring the budget back to the A.C. for your approval again.

6. Unfinished Business (None)

7. New Business

a. AI Chatbots in Libraries (Discussion)

Jim Novy will lead a discussion on this topic.

Novy led a discussion on Artificial Intelligence and its applications in the workplace.

8. Member-Suggested Items for Future Meetings

1. Bylaws
2. 2024 revised DRAFT Budget

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.

Interested libraries shared updates about programming, building status, staffing, and grants.

10. Announcements

a. Next Scheduled Advisory Committee Meeting

Tuesday, May 2nd @ 9:30 AM. Matheson Memorial Library Community Room.


b. Next Scheduled System Board Meeting

Wednesday, April 26th @ 6:30 PM. **Virtual-Only (Due to WAPL Conference)**

11. Adjournment

A motion to adjourn is required.

Adjourned by Teval at 11:10 AM

 Motion to adjourn by Strunz. Second by Kornak. Motion Carried.

Submitted by Tovah Anderson, Tuesday, April 4, 2023.

Income	Amounts	
2024 Member Shares	\$431,301	
Total Income:	\$431,301	
Expense	Amounts	
SirsiDynix Annual Maintenance Fee	\$168,148	
Automation Reserve Fund	\$32,500	
Bibliographic Utility (Skyriver Service)	\$36,616	
LinkedIn Learning for Libraries Subscription	\$28,875	
Ancestry.com Subscription	\$24,922	
WPLC OverDrive Buying Pool	\$85,321	
WPLC OverDrive Magazines	\$4,919	
Gale Courses Subscription	\$50,000	(New)
LocalHop Subscription	\$0	(Will be Funded by PLLS)
Total Expenses:	\$431,301	
Total Income Less Total Expenses	\$0	

Member Library	2024 Total	SirsiDynix Annual Maintenance Fee	Automation Reserve Fund	Bibliographic Utility (Skyriver Service)	LinkedIn Learning for Libraries Subscription	Ancestry.com Subscription	WPLC OverDrive Buying Pool	WPLC OverDrive Magazines	Gale Courses Subscription	Local Hop Subscription
Aram Public Library	\$13,150	\$4,536	\$877	\$988	\$779	\$901	\$3,084	\$178	\$1,807	\$0
Barrett Memorial Library	\$8,457	\$2,917	\$564	\$635	\$501	\$579	\$1,983	\$114	\$1,162	\$0
Beloit Public Library	\$28,960	\$9,990	\$1,931	\$2,175	\$1,716	\$1,984	\$6,792	\$392	\$3,980	\$0
Brigham Memorial Library	\$1,496	\$516	\$100	\$112	\$89	\$103	\$351	\$20	\$206	\$0
Burlington Public Library	\$18,418	\$6,354	\$1,228	\$1,384	\$1,091	\$1,262	\$4,320	\$249	\$2,531	\$0
Clinton Public Library	\$3,655	\$1,261	\$244	\$275	\$217	\$250	\$857	\$49	\$502	\$0
Community Library**	\$11,203	\$7,078	\$1,368	\$1,541	\$1,216	\$0	\$0	\$0	\$0	\$0
Darien Public Library	\$1,701	\$587	\$113	\$128	\$101	\$116	\$399	\$23	\$234	\$0
Eager Free Public Library	\$7,417	\$2,559	\$495	\$557	\$439	\$508	\$1,740	\$100	\$1,019	\$0
East Troy Public Library	\$4,536	\$1,565	\$302	\$341	\$269	\$311	\$1,064	\$61	\$623	\$0
Edgerton Public Library	\$12,699	\$4,381	\$847	\$954	\$752	\$870	\$2,978	\$172	\$1,745	\$0
Fontana Public Library	\$2,806	\$968	\$187	\$211	\$166	\$192	\$658	\$38	\$386	\$0
Genoa City Public Library	\$5,390	\$1,860	\$359	\$405	\$319	\$369	\$1,264	\$73	\$741	\$0
Graham Public Library	\$8,580	\$2,960	\$572	\$645	\$508	\$588	\$2,012	\$116	\$1,179	\$0
Hedberg Public Library	\$79,643	\$27,474	\$5,310	\$5,983	\$4,718	\$5,456	\$18,679	\$1,077	\$10,946	\$0
Kenosha Public Library**	\$56,305	\$35,574	\$6,876	\$7,747	\$6,109	\$0	\$0	\$0	\$0	\$0
Lake Geneva Public Library	\$17,622	\$6,079	\$1,175	\$1,324	\$1,044	\$1,207	\$4,133	\$238	\$2,422	\$0
Matheson Memorial Library	\$31,165	\$10,751	\$2,078	\$2,341	\$1,846	\$2,135	\$7,309	\$421	\$4,283	\$0
Milton Public Library	\$12,371	\$4,268	\$825	\$929	\$733	\$847	\$2,901	\$167	\$1,700	\$0
Orfordville Public Library	\$3,822	\$1,318	\$255	\$287	\$226	\$262	\$896	\$52	\$525	\$0
Racine Public Library	\$67,911	\$23,427	\$4,528	\$5,101	\$4,023	\$4,652	\$15,927	\$918	\$9,334	\$0
Rochester Public Library	\$3,816	\$1,316	\$254	\$287	\$226	\$261	\$895	\$52	\$524	\$0
Walworth Memorial Library	\$5,787	\$1,996	\$386	\$435	\$343	\$396	\$1,357	\$78	\$795	\$0
Waterford Public Library	\$24,390	\$8,414	\$1,626	\$1,832	\$1,445	\$1,671	\$5,720	\$330	\$3,352	\$0
Total of Calculated Shares:	\$431,301	\$168,148	\$32,500	\$36,616	\$28,875	\$24,922	\$85,321	\$4,919	\$50,000	\$0
Contracted Amounts:	\$431,301	\$168,148	\$32,500	\$36,616	\$28,875	\$24,922	\$85,321	\$4,919	\$50,000	\$0

Member Library	2020 Total Circ	2021 Total Circ	2022 Total Circ	3 Year Avg Circ	All-SHARE Consortium Percentage	PLLS Members Only Percentage
Aram Public Library	61,495	76,748	80,095	72,779.33	2.70%	3.61%
Barrett Memorial Library	40,577	48,580	51,260	46,805.67	1.74%	2.32%
Beloit Public Library	152,617	166,053	162,168	160,279.33	5.94%	7.96%
Brigham Memorial Library	6,140	8,733	9,974	8,282.33	0.31%	0.41%
Burlington Public Library	82,324	104,677	118,801	101,934.00	3.78%	5.06%
Clinton Public Library	18,798	22,192	19,692	20,227.33	0.75%	1.00%
Community Library**	97,406	116,910	126,374	113,563.33	4.21%	
Darien Public Library	8,195	9,128	10,912	9,411.67	0.35%	0.47%
Eager Free Public Library	33,553	42,287	47,308	41,049.33	1.52%	2.04%
East Troy Public Library	22,537	24,971	27,812	25,106.67	0.93%	1.25%
Edgerton Public Library	60,414	72,199	78,229	70,280.67	2.61%	3.49%
Fontana Public Library	11,625	17,262	17,702	15,529.67	0.58%	0.77%
Genoa City Public Library	24,915	30,062	34,524	29,833.67	1.11%	1.48%
Graham Public Library	39,686	49,883	52,898	47,489.00	1.76%	2.36%
Hedberg Public Library	409,778	446,821	465,754	440,784.33	16.34%	21.89%
Kenosha Public Library**	436,157	630,544	645,506	570,735.67	21.16%	
Lake Geneva Public Library	96,366	91,310	104,919	97,531.67	3.62%	4.84%
Matheson Memorial Library	153,366	176,068	188,022	172,485.33	6.39%	8.57%
Milton Public Library	56,310	66,333	82,759	68,467.33	2.54%	3.40%
Orfordville Public Library	19,233	22,602	21,624	21,153.00	0.78%	1.05%
Racine Public Library	301,298	394,102	432,170	375,856.67	13.93%	18.67%
Rochester Public Library	15,412	22,090	25,852	21,118.00	0.78%	1.05%
Walworth Memorial Library	27,447	33,083	35,561	32,030.33	1.19%	1.59%
Waterford Public Library	125,446	140,895	138,618	134,986.33	5.00%	6.70%
	2,301,095	2,813,533	2,978,534	2,697,720.67	100.00%	100.00%
				3 year avg. circ less KCLS**:		2,013,421.67

Vendor	Note
SirsiDynix Annual Maintenance Fee	Per multi-year contract.
Automation Reserve Fund	Per IT team recommendation.
Bibliographic Utility (Skyriver Service)	Per multi-year contract.
BrainFuse Subscription	Cancelling Per PLLS Action
LinkedIn Learning for Libraries Subscription	5% increase over 2023 set as a placeholder. 2-3 Year Price Lock Proposed by Vendor.
Ancestry.com Subscription	5% increase over 2023 set as a placeholder.
WPLC OverDrive Buying Pool	Per WPLC Board-adopted budget TBD
WPLC OverDrive Magazines	Per WPLC Board-adopted budget TBD
ArchiveSocial Subscription	No longer pursuing per PLLS consensus.
LocalHop Subscription	PLLS will fund Local Hop for all PLLS member libraries.
Gale Courses	Negotiating with vendor as of 4/12/2023

Member Library	2024 Total	2023 Total	Difference
Aram Public Library	\$13,150	\$12,015	\$1,135
Barrett Memorial Library	\$8,457	\$7,875	\$582
Beloit Public Library	\$28,960	\$27,461	\$1,499
Brigham Memorial Library	\$1,496	\$1,473	\$24
Burlington Public Library	\$18,418	\$17,059	\$1,359
Clinton Public Library	\$3,655	\$3,427	\$227
Community Library**	\$11,203	\$12,066	-\$863
Darien Public Library	\$1,701	\$1,457	\$243
Eager Free Public Library	\$7,417	\$6,911	\$506
East Troy Public Library	\$4,536	\$4,102	\$435
Edgerton Public Library	\$12,699	\$11,064	\$1,634
Fontana Public Library	\$2,806	\$2,659	\$147
Genoa City Public Library	\$5,390	\$4,473	\$917
Graham Public Library	\$8,580	\$6,928	\$1,653
Hedberg Public Library	\$79,643	\$70,968	\$8,674
Kenosha Public Library**	\$56,305	\$61,365	-\$5,060
Lake Geneva Public Library	\$17,622	\$15,747	\$1,875
Matheson Memorial Library	\$31,165	\$27,937	\$3,228
Milton Public Library	\$12,371	\$10,820	\$1,551
Orfordville Public Library	\$3,822	\$3,114	\$708
Racine Public Library	\$67,911	\$64,328	\$3,583
Rochester Public Library	\$3,816	\$2,993	\$823
Walworth Memorial Library	\$5,787	\$4,992	\$796
Waterford Public Library	\$24,390	\$20,270	\$4,120
	\$431,301	\$401,505	\$29,796

**Prairie Lakes Library System
Librarian's Advisory Committee
By-Laws**

Article I – Name and Authority

This organization shall be called Prairie Lakes Library System Librarians' Advisory Committee (LAC). The LAC provides a formal means for Prairie Lakes Library System (PLLS) to exchange ideas and act as a formal channel for input to the Prairie Lakes Library System Director and Board. The LAC has no authority or control over the decisions of the individual member libraries or their duly appointed boards.

Article II – Membership

- A. The LAC shall consist of twenty-three voting members; those members being the directors or head librarians of the following public libraries in Racine, Rock, and Walworth counties: Aram (Delevan), Barrett Memorial (Williams Bay), Beloit (Beloit), Brigham Memorial (Sharon), Burlington (Burlington), Clinton (Clinton), Darien (Darien), Eager Free (Evansville), East Troy Lions (East Troy), Edgerton (Edgerton), Fontana (Fontana), Genoa City (Genoa City), Graham (Union Grove), Hedberg (Janesville), Lake Geneva (Lake Geneva), Matheson Memorial (Elkhorn), Milton (Milton), Orfordville (Orfordville), Racine (Racine), Rochester (Rochester), Walworth Memorial (Walworth), Waterford (Waterford).
- B. Regular attendance is essential for offering input to the Prairie Lakes Library System and for enhancing cooperation among member libraries. Local Boards of Trustees are urged to encourage member directors to attend meetings and to be compensated for the time spent.
- C. Members unable to attend meetings are requested to contact the Prairie Lakes office prior to the meetings. An alternate staff member authorized by the director may vote in the director's absence.
- D. Prairie Lakes Library System personnel are encouraged to attend meetings but shall not have voting privileges. Personnel from Prairie Lakes member libraries and guests may attend but shall not have voting rights.

Article III – Officers and Elections

- A. The officers of the LAC shall be a Chair and a Chair-elect. These officers shall be from different counties in the library system.
- B. The term of office shall be one year.
- C. The Chair-elect shall be elected at the January meeting. The Chair-elect becomes the Chair as so indicated on the December agenda.
- D. The Chair shall preside at all meetings of the LAC, authorize calls for any special meetings, and generally perform all duties associated with that office. It is the Chair person's duty to speak and act on behalf of the LAC.
- E. The Chair-elect, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair.

- F. A liaison shall be appointed on a rotation basis to attend Prairie Lakes Library System Board meetings. This rotation will follow an agreed upon schedule established at the December meeting.
- G. The role of secretary may be fulfilled by personnel from the Prairie Lakes Library System or a member of LAC and shall keep a true and accurate record of all meetings of the LAC.

Article IV – Meetings

- A. Regular meetings shall be held once a month. The dates and times of the meetings for each year shall be determined at the November meeting of the LAC. Meetings times may be changed during the year by a majority vote at the regular monthly meeting prior to the meeting to be changed.
- B. Members, not present in person, shall have the right to participate by electronic means. The technology used shall allow for roll call and interactive dialogue, and permit members of the general public and the PLLS to participate. A physical location where the public can convene to listen to the electronic meeting will be identified and provided for all electronic meetings upon request to the local library.
- C. Public comments will be limited to 3 minutes per person and 21 minutes per meeting. LAC members should not engage in a discussion regarding comments as it was not part of the publicly noticed agenda. Upon conclusion of the Public Comment segment, members of the audience are not allowed further comment unless specifically allowed by a majority vote of the LAC due to involvement in an agenda item.
- D. Special meetings may be held if the need arises. These shall be called by the Chair or at the request of five LAC members.
- E. A quorum for regular or special meetings shall be twelve voting members.
- F. All LAC meetings and all committee meetings shall be held in compliance with Wisconsin's open meeting law (Wisconsin Statutes section 19.81 to 19.98).
- G. Proceedings of all meetings shall be governed by the latest edition of *Robert's Rules of Order*.
- H. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in sequence shown so far as circumstances permit:
 - 1. Call to order
 - 2. Roll call & introduction of visitors
 - 3. Public Comments - Public comments will be limited to three minutes per person and 21 minutes per meeting. LAC members should not engage in a discussion regarding comments as it was not part of the publicly noticed agenda. Upon conclusion of the Public Comment segment, members of the audience are not allowed further comment unless specifically allowed by a majority vote of the LAC due to involvement in an agenda item
 - 4. Approval of minutes of previous regular meeting and any intervening special meeting(s)
 - 5. Informational Reports

6. Special Orders
 7. Unfinished Business
 8. New Business
 9. Future Items
 10. Library Reports
 11. Announcements
 12. Adjournment
- I. Voting items for the agenda may be added no later than noon the preceding Thursday.
 - J. LAC members are eligible for mileage reimbursement for monthly and committee meetings at the rate set by the PLLS Board. Reimbursement is subject to funding availability and may not also be applied to from another entity.

Article V – Committees

- A. Special committees may be appointed on a need basis by a majority vote of the LAC members and will dissolve when charge is completed.
- B. No committee shall have other than advisory powers unless, by suitable action of the LAC, it is granted specific power to act.

Article VI – General

- A. An affirmative vote of the majority of all members of the LAC present at the time shall be necessary to approve any action. The Chair and Chair-elect may vote upon and may move or second a proposal before the LAC.
- B. These bylaws may be amended by a majority vote of the members at any regular meeting, providing such proposed amendments have been presented in writing at a meeting previous to the one at which action is proposed to be taken.
- C. In carrying out its duties, the LAC shall act as a whole. No individual member or committee shall have power to act or speak for the Committee except as specifically delegated by the Committee.