

Prairie Lakes Library System



Prairie Lakes Advisory Committee Meeting

Tue Jun 6, 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>

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

1. Call to Order

Teval Volunteered to chair the meeting and called the meeting to order at 9:31 AM.

2. Roll Call and Introduction of Guests

Regular & SHARE Members: Present: Carter, Krebs-Smith, Stapleton, Sorrentino, Nunez, Davies, Teval, Kunkel, Robinson, Kloeckner, Strunz, Kornak (via GoToMeeting), Zimmermann (via GoToMeeting), Schnupp (via GoToMeeting), Briese (via GoToMeeting), DeVries (via GoToMeeting), Strehlow (via GoToMeeting), Bartoli (via GoToMeeting), Langer (via GoToMeeting), Swanson (via GoToMeeting) (TKA); **Absent:** Hein, Heskette, Swanson (TKA), Kinkaid; **PLLS Staff: Present:** Anderson, Novy, Bue, Erickson, Ohs; **Absent:** Dowling, Hudson, Schultz, Platteter, Puccini; **Board Liaison: Present:** Nugent

3. Approval of Previous Minutes

Included in packet.

Sorrentino motioned to approve the May meeting minutes. Robinson seconded. Discussion involved specificity of minutes and revealed an error in which the minutes from item 5 d. onward were not saved. Sorrentino rescinded the motion. May minutes will be revised and re-submitted for approval at the July meeting.

4. Informational Reports

a. System Director's Report (Steve Ohs)

Ohs recapped his written report. Nothing additional.

<https://app.boardable.com/prairie-lakes-library-system/meetings/public/dd2db8b18ac350261ae165d6f5678241/e8f10e30/view>

b. Library System Board Report

Covered in the System Director's Report.

c. Technology Team Report (Jim Novy)

Novy verbally reported on the IP address change for eResources; WiscNet Conference highlights; and how the Patron Experience Taskforce is reimagining the Favorite Author Club and related new services.

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

Anderson verbally reported on updates to the Marketing and Public Relations ListServ; an opportunity to participate in a 2" vinyl sticker group purchase with other WI libraries; and gaged interest in PLLS and/or SHARE stickers for existing library cards.

e. Youth Services Report (Jen Puccini)

Ohs read a report submitted by Puccini, which mentioned an email from Puccini coming soon regarding the setup requirements of Storywagon Performers. Puccini also obtained additional coupon giveaways for summer library programs from various locations.

f. Inclusive Services Report (Rene Bue)

Bue verbally reported on upcoming "Let's Talk About Race" in-person trainings; upcoming inclusive services meetings for various state organizations; and additional references coming soon to the Inclusive Services Consulting page on *prairielakes.info*

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 3rd DRAFT 2024 Cooperative Budget (Informational)

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

Ohs used a live Google Sheets version of the budget to present proposed updates and breakdowns of quotes obtained for Gale Courses, Udemy, Brainfuse HelpNow, and SkyRiver. Ohs also said LocalHop is still in the works and is being paid for from PLLS' budget, not the coop budget.

b. Discussion of the 3rd DRAFT 2024 Cooperative Budget (Possible Action)

A vote to approve or approve with changes made during the meeting is recommended.

Robinson motioned to decline the Gale Courses, Udemy, and Brainfuse HelpNow offers. Davies seconded. Discussion included a description of Udemy and why Gale was under consideration when LLS had dropped it a few years ago. Motion carried.

Strunz motioned to adopt the revised Draft 2024 Cooperative Budget. Stapleton seconded. No further discussion. Motion carried.

- ☑ Share subscription end dates for Gale Courses & Brainfuse HelpNow.
Assigned to: Steve Ohs

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

Following budget approval, PLLS will monitor any outstanding vendor renewal quotes. If any quotes come back in excess of a 5% increase, we will return the budget to the A.C. for formal revision.

PLLS staff will work with vendors to renew contracts according to the approved coop budget. Any approved services whose renewal rates come in above the estimated 5% increase placeholder (as presented in the draft budget) will be brought to the advisory committee before being renewed.

6. Unfinished Business (None)

a. DRAFT Bylaws of the Prairie Lakes Advisory Committee (Possible Action)

Advisory committee was prepared to vote on the bylaws at the May meeting. However, there were technical issues involved with the meeting OWLS and the virtual participants could not hear what was going on.

Davies motioned to accept and approve the bylaws as presented. Sorrentino seconded. No additional discussion. Motion carried.

7. New Business

a. 2024 County Reimbursement Information (Informational, Discussion)

Ohs shared a private live website of interactive 2024 County Funding documents. A variety of ways to handle requests for adjacent county reimbursements were discussed.



The general consensus is that PLLS will explore ways to mine data from DPI annual reports to generate a new report listing each library and the counties they are eligible to request reimbursements from (similar to South Central Library System's procedure). Furthermore, PLLS will file, claim, and pay to each library the reported county reimbursements unless the library specifically informs the PLLS director that the library wishes to do this on its own.

- ☑ Share with directors the link to county funding website/documents
Assigned to: Steve Ohs

- ☑ Add county funding website/documents to board agenda - per request by Nugent

- ◉ Develop way to mine data from DPI annual reports to generate a new report listing each library and the counties they are eligible to request reimbursements from (similar to South Central Library System's procedure)

b. 2024 Library Seed Program (Informational, Discussion)

Kirsten Almo has volunteered to continue to organize the PLLS One Seed, One Wisconsin seed library program. Seeds will now come pre-packaged and pre-labeled for patrons from Jung Seeds. Watch for an email inviting you and your programmers to vote on the 2024 variety.

- ☑ Tovah – Send out variety survey link.

c. Level of Specificity in Meeting Minutes

Discussion of the legal requirements for minutes balanced with the Advisory Committee's desire for additional information to make the minutes more useful in the case of a missed meeting or when referring back to see if a topic was discussed. Question was asked about how other system advisory committees record minutes.

PLLS staff requested specific criteria and guidance on what additional information to include in the minutes. Advisory Committee members brainstormed. PLLS staff will compile the list and bring it back to the advisory committee for review. Reports (Director, Board, Technology, Youth Services, and Inclusive Services should be submitted in written form for inclusion in the meeting packet.

- ☑ Advisory Committee members brainstormed. PLLS staff will compile the list and bring it back to the advisory committee for review.

Assigned to: Steve Ohs

- ☑ Share list of deadlines for PLAC Packets so consultants and staff can submit their written reports for packet inclusion.

Assigned to: Steve Ohs

- ☑ Possible survey of other systems and the level of detail in their advisory committee minutes.

8. Member-Suggested Items for Future Meetings

- Approval of May & June meeting minutes
- Review suggested criteria regarding specificity of meeting Minutes.
- Share Gale/Brainfuse HelpNow end dates.
- Possibly share results of seed library vote - Kirsten Almo will have results.

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.

Directors with information to shared did so.

10. Announcements

Anderson shared that M&PR services will be suspended due to vacation from June 12-16 due to vacation.

a. Next Scheduled Advisory Committee Meeting

Tuesday, July 11th @ 9:30 AM. Matheson Memorial Library Community Room.

b. Next Scheduled System Board Meeting

Wednesday, June 21st @ 6:30 PM. Hybrid meeting format.

11. Adjournment

A motion to adjourn is required.

Teval adjourned the meeting at 11:05 AM.

Davies motioned to adjourn. Nunez seconded. No discussion. Motion carried.

Submitted by Tovah Anderson June 6, 2023.

Revised July 11, 2023, to correct attendance. Tovah Anderson.



Prairie Lakes Advisory Committee Meeting Agenda

Jun 6th, 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 Liaison:** 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)**

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 3rd DRAFT 2024 Cooperative Budget
(Informational)**

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

b. **Discussion of the 3rd DRAFT 2024 Cooperative Budget
(Possible Action)**

A vote to approve or approve with changes made during the meeting is recommended.

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

Following budget approval, PLLS will monitor any outstanding vendor renewal quotes. If any quotes come back in excess of a 5% increase, we will return the budget to the A.C. for formal revision.

6. **Unfinished Business (None)**

a. **2nd DRAFT Bylaws of the Prairie Lakes Advisory
Committee (Possible Action)**

7. **New Business**

a. **2024 County Reimbursement Information
(Informational, Discussion)**

b. **2024 Library Seed Program (Informational, Discussion)**

c. **Level of Specificity in Meeting Minutes (Discussion)**

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, July 11th @ 9:30 AM. Matheson Memorial Library Community Room.

b. **Next Scheduled System Board Meeting**

Wednesday, June 21st @ 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 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 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-two voting members; those members being the directors or head librarians of the following public libraries in Racine, Rock, and Walworth counties: Aram (Delavan), 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.

Income	Amounts
2024 Member Shares	\$437,976
Total Income:	\$437,976
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	\$45,175
BrainFuse (Discount Offer)	\$11,500
Total Expenses:	\$437,976
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	BrainFuse (Discount Offer)
Aram Public Library	\$13,391	\$4,536	\$877	\$988	\$779	\$901	\$3,084	\$178	\$1,633	\$416
Barrett Memorial Library	\$8,612	\$2,917	\$564	\$635	\$501	\$579	\$1,983	\$114	\$1,050	\$267
Beloit Public Library	\$29,491	\$9,990	\$1,931	\$2,175	\$1,716	\$1,984	\$6,792	\$392	\$3,596	\$915
Brigham Memorial Library	\$1,524	\$516	\$100	\$112	\$89	\$103	\$351	\$20	\$186	\$47
Burlington Public Library	\$18,756	\$6,354	\$1,228	\$1,384	\$1,091	\$1,262	\$4,320	\$249	\$2,287	\$582
Clinton Public Library	\$3,722	\$1,261	\$244	\$275	\$217	\$250	\$857	\$49	\$454	\$116
Community Library**	\$11,203	\$7,078	\$1,368	\$1,541	\$1,216	\$0	\$0	\$0	\$0	\$0
Darien Public Library	\$1,732	\$587	\$113	\$128	\$101	\$116	\$399	\$23	\$211	\$54
Eager Free Public Library	\$7,553	\$2,559	\$495	\$557	\$439	\$508	\$1,740	\$100	\$921	\$234
East Troy Public Library	\$4,620	\$1,565	\$302	\$341	\$269	\$311	\$1,064	\$61	\$563	\$143
Edgerton Public Library	\$12,932	\$4,381	\$847	\$954	\$752	\$870	\$2,978	\$172	\$1,577	\$401
Fontana Public Library	\$2,857	\$968	\$187	\$211	\$166	\$192	\$658	\$38	\$348	\$89
Genoa City Public Library	\$5,489	\$1,860	\$359	\$405	\$319	\$369	\$1,264	\$73	\$669	\$170
Graham Public Library	\$8,738	\$2,960	\$572	\$645	\$508	\$588	\$2,012	\$116	\$1,066	\$271
Hedberg Public Library	\$81,104	\$27,474	\$5,310	\$5,983	\$4,718	\$5,456	\$18,679	\$1,077	\$9,890	\$2,518
Kenosha Public Library**	\$56,305	\$35,574	\$6,876	\$7,747	\$6,109	\$0	\$0	\$0	\$0	\$0
Lake Geneva Public Library	\$17,946	\$6,079	\$1,175	\$1,324	\$1,044	\$1,207	\$4,133	\$238	\$2,188	\$557
Matheson Memorial Library	\$31,737	\$10,751	\$2,078	\$2,341	\$1,846	\$2,135	\$7,309	\$421	\$3,870	\$985
Milton Public Library	\$12,598	\$4,268	\$825	\$929	\$733	\$847	\$2,901	\$167	\$1,536	\$391
Orfordville Public Library	\$3,892	\$1,318	\$255	\$287	\$226	\$262	\$896	\$52	\$475	\$121
Racine Public Library	\$69,157	\$23,427	\$4,528	\$5,101	\$4,023	\$4,652	\$15,927	\$918	\$8,433	\$2,147
Rochester Public Library	\$3,886	\$1,316	\$254	\$287	\$226	\$261	\$895	\$52	\$474	\$121
Walworth Memorial Library	\$5,894	\$1,996	\$386	\$435	\$343	\$396	\$1,357	\$78	\$719	\$183
Waterford Public Library	\$24,837	\$8,414	\$1,626	\$1,832	\$1,445	\$1,671	\$5,720	\$330	\$3,029	\$771
Total of Calculated Shares:	\$437,976	\$168,148	\$32,500	\$36,616	\$28,875	\$24,922	\$85,321	\$4,919	\$45,175	\$11,500
Contracted Amounts:	\$437,976	\$168,148	\$32,500	\$36,616	\$28,875	\$24,922	\$85,321	\$4,919	\$45,175	\$11,500

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 (Discount Offer)	PLLS notified vendor of intent to cancel. Vendor replied with offer to reduce annual renewal by 53%, to an annual amount of \$11,500.
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
Gale Courses	Pricing options quoted: a) Gale Courses only for PLLS members = \$45,175, b) Gale Courses only including Kenosha County = \$59,350, Gale Courses plus Udemy for PLLS members = \$60,175.

Member Library	2024 Total	2023 Total	Difference
Aram Public Library	\$13,391	\$12,015	\$1,377
Barrett Memorial Library	\$8,612	\$7,875	\$737
Beloit Public Library	\$29,491	\$27,461	\$2,030
Brigham Memorial Library	\$1,524	\$1,473	\$51
Burlington Public Library	\$18,756	\$17,059	\$1,697
Clinton Public Library	\$3,722	\$3,427	\$294
Community Library**	\$11,203	\$12,066	-\$863
Darien Public Library	\$1,732	\$1,457	\$274
Eager Free Public Library	\$7,553	\$6,911	\$642
East Troy Public Library	\$4,620	\$4,102	\$518
Edgerton Public Library	\$12,932	\$11,064	\$1,867
Fontana Public Library	\$2,857	\$2,659	\$199
Genoa City Public Library	\$5,489	\$4,473	\$1,016
Graham Public Library	\$8,738	\$6,928	\$1,810
Hedberg Public Library	\$81,104	\$70,968	\$10,135
Kenosha Public Library**	\$56,305	\$61,365	-\$5,060
Lake Geneva Public Library	\$17,946	\$15,747	\$2,198
Matheson Memorial Library	\$31,737	\$27,937	\$3,800
Milton Public Library	\$12,598	\$10,820	\$1,778
Orfordville Public Library	\$3,892	\$3,114	\$778
Racine Public Library	\$69,157	\$64,328	\$4,829
Rochester Public Library	\$3,886	\$2,993	\$893
Walworth Memorial Library	\$5,894	\$4,992	\$902
Waterford Public Library	\$24,837	\$20,270	\$4,568
	\$437,976	\$401,505	\$36,471

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)

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.

Greetings, here is my report for the June 2023 advisory committee meeting.

System Board Update:

- The PLLS board met on May 24th. At this meeting, the Board worked through four draft policies for the system, approved two, and tabled two for changes.
- The Board will meet next on June 21st at 6:30 pm, in the Community Room of the Matheson Memorial Library in Elkhorn.

Strategic Planning Update:

- System staff participated in a SOAR feedback session facilitated by WiLS on May 19th.
- The purpose of this meeting was to gather information from system staff regarding our perceived Strengths, Opportunities, Aspirations, and how Results might be measured.
- It was an inspiring session, and WiLS took lots of ideas away from the session.
- The next phase of system strategic planning will be a stakeholder survey designed to gather feedback from other stakeholder groups, primarily:
 - You, as member library directors;
 - Members of your staff;
 - System Board Trustees;
 - Select members of your library boards, at your discretion.
- The tentative date for the release of the survey is sometime during the week of July 10th.
- Following the survey, WiLS will work with the system staff and a working group of stakeholders to work through the survey results and help categorize and frame the results.

3rd DRAFT 2024 Cooperative Budget

- We have prepared a third draft of the coop budget based on the last meeting's discussion.
- There are two notable changes in this budget (blue highlighting applied in the document):

- Firm pricing has been added for Gale Courses. For PLLS member libraries only, it would be \$45,175 per year for Gale Courses. Including the Udemy platform, it would be \$60,150 per year. Gale Courses only for PLLS+Kenosha County would be \$59,350 per year. We have added the amount for Gale Courses only for PLLS member libraries (not including Kenosha County) into the budget.
- After we notified BrainFuse of our intent to cancel, they countered with an offer to lower the annual subscription cost by 53%, based on the usage issue cited by the Advisory Committee last time. That would bring BrainFuse down to \$11,500 per year. We have added that into the draft for your consideration because there were some comments last time that you liked it, but the usage didn't justify the un-discounted price.

2nd DRAFT Bylaws of the Prairie Lakes Library System

- Based on last month's discussion, changes have been made and fashioned into a second draft.

2024 County Reimbursement Information

- We have largely finished preparing the calculations for the 2024 reimbursement funding from member counties and adjacent counties.
- Kenosha County funding figures are (as of 6/1/23) not finished yet, but I am hoping to have initial calculations done before the LAC meeting.
- Our intent is to make all of these calculations available on a PLLS county funding website that each director will have access to, as well as to share the information directly via email to each county cohort of libraries.
- We are thinking a lot about how to reinvent our annual procedures, and have had a number of conversations with staff members at other library systems to learn how they do it, in case there are any practices we can incorporate.
- With three home counties in the mix now (and fourteen adjacent county funding flows to stay on top of), it's a bit of a learning experience for the system staff as well, so just know that we are working hard on this and that your feedback is both welcome and important.
- Master funding requests will be submitted to each member county within the next week or so. Steve Platteter and I will follow each county levy-setting process into the Fall when the levies are approved, and send out notifications on the director's list when the final approvals happen.
- The WI Department of Revenue typically publishes updated equalized values of property by municipality in August. Once those data are published, we will calculate county tax exemption thresholds for each of you, and send you a memo with the exact amount and directions for filing your tax exemption with your county clerk.

- If you have any questions at all about your own library's reimbursement figures, how they are calculated, etc., please don't hesitate to reach out to Steve Platteter and me.

2023 Library Seed Program

- Tovah and I have been working with Kirsten Almo on an idea for a coordinated library seed program next year.
- In broad strokes, any member library can opt to participate. Participating libraries will each receive a number of seed packets containing a single strain of plant (tomato or pepper or bean, etc.) with some historical or traditional relevance to Wisconsin or our region.
- The seeds will be paid for by PLLS and supplied by Jung Seed Company.
- The seed distribution will be accompanied by program ideas and PR template materials created by Tovah and Kirsten.
- We are working together to create a program timeline.
- Libraries can then integrate the program into their event schedules as they wish.
- PLLS could also potentially do a run of "our library grows readers" yard signs, if there is broad interest.

Next Advisory Committee Meeting:

- Our next meeting in July is currently expected to be scheduled for here in Elkhorn.

Respectfully submitted. We, as your system staff, hope you all have a fantastic summer.

Steve Ohs, Director
Prairie Lakes Library System
sohs@prairielakes.info

**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-two voting members; those members being the directors or head librarians of the following public libraries in Racine, Rock, and Walworth counties: Aram (Delavan), 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.