

Prairie Lakes Library System



Prairie Lakes Advisory Committee Meeting

Tue Jul 11, 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)

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

Teval called the meeting to order at 9:34 AM.

2. Roll Call and Introduction of Guests

Regular Representatives: Present: Schnupp, Hein (via GoTo), Davies, Langer (via GoTo), Heskette (via GoTo), Bartoli, Krebs-Smith (via GoTo), Strehlow (via GoTo), Swanson, Teval, Robinson, Kunkel (via GoTo), Strunz (via GoTo), Stapleton, Sorrentino (via GoTo), Kinkade (via GoTo), Sanders, DeVries, Gerlacher; Absent: Carter, Dimassis, Briese, McCormick, Kloeckner, Burkhalter, Brattin, Kornak, Zimmerman, Sereno;

Prairie Lakes Staff: Present: Ohs, Platteter, Novy, Dowling, Hudson, Erickson, Anderson (via GoTo), Bue; Absent: Schultz, Puccini;

Guests: Wyatt Ditzler of Beloit, Public Library (via GoTo); Jennifer Warton, Matheson Memorial Library; Gary Tilleros, Prairie Lakes Board Trustee Liaison

a. Approval of Previous Minutes

Included in packet. *LAC Meeting Minutes - June 2023.pdf* & *LAC Meeting Minutes - May 2023.pdf*

Sorrentino motioned to approve the May Minutes. Bartoli seconded. Motion carried.

Sorrentino motioned to approve the June minutes with a correction—Swanson was present virtually. Schnupp seconded. Motion carried.

3. Informational Reports

a. Library System Board Report

No business was conducted on June 21st due to a lack of quorum.

b. System Director's Report (Steve Ohs)

Included in packet. *System Directors Report – July 2023 Advisory Committee Meeting.pdf*

- Ohs recapped the written report and mentioned it included the wrong date for the upcoming board meeting—should be 7/26/23 and that he added information to the online version of his report pertaining to Agenda item 4A - SHARE Committees.
- Platteter reported Trustee Training Week is scheduled for August 21-25. Free webinars for anyone interested. Details at <https://www.wistrusteetraining.com/>

c. Technology Team Report (Jim Novy)

Novy gave a verbal report on the following topics:

- NCIP Responder 2.0 Testing - Beloit & Edgerton
- Hearing Loops for circ desks available
- ALA Vendors- New lower prices ~\$15K Book Lockers & ~\$25K LibCabinet
- SirsiDynix Wisconsin Interest Group Meeting reminder—August 22 in Elkhorn

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

Included in Packet. *M&PR Report 07112023.pdf*

Anderson recapped the written report.

e. Youth Services Report (Jen Puccini)

Story Wagon is going well. Puccini has accepted a Directorship outside the system.

f. Inclusive Services Report (Rene Bue)

- Bue will email an update to directors including minutes from the WLA Inclusive Services Special Interest Group. Says it's a must read.
- Hedberg Public Library is working on an inclusive programming policy and inclusive statement, Bue is happy to share drafts with anyone interested.

4. Special Order of Business for SHARE Consortium

a. SHARE Committees or Expert Groups for Referral, Study, and/or Recommendations

Informal consensus to keep committees/task forces the same as pre-merge, with the exception of suspending the patron experience group.

- ☑ Send out a formal ask for volunteers and include the charge of each committee/task force.

Assigned to: Steve Ohs

b. Subject Headings for LGBTQ Resources

Informal consensus to refer the exploration of Subject Headings for LGBTQ Resources back to the Cataloging Committee.

- ☑ Novy. Add "Subject Headings for LGBTQ Resources" to the next Cataloging Committee agenda.

Assigned to: Steve Ohs

- ☑ Novy. Pull any relevant search term data from catalog.

5. Unfinished Business (None)

a. Criteria for Meeting Minutes of the LAC - PLLS Staff Proposal

Included in packet. *Criteria for Meeting Minutes of the LAC.pdf*

Teval motioned to accept proposed Criteria for Meeting Minutes. Bartoli seconded. Motion carried.

6. New Business

a. PLLS Youth Services Program Discussion

PLLS' Youth Services Consultant is transitioning out of the role. There was a robust discussion on the topic of whether PLLS should look into hiring a full time YS Consultant prior to the conclusion of its strategic planning process.

General consensus was that:• PLLS should not hire a full-time YS Consultant before the conclusion of strategic planning but could look into an interim contract consultant.• Strategic planning should include listening sessions with an emphasis on this subject with YS staff from around the system.• Whatever happens, directors want transparency.

b. Special LAC Chairperson for Remainder of 2023

Bartoli motioned to appoint herself as Special LAC Chairperson for the remainder of 2023. Davies seconded. Motion carried.

7. Member-Suggested Items for Future Meetings

- Revisiting the schedule of PLAC representatives to the Board of Trustee meetings.

8. Member Library Updates

Interested member libraries shared information about current library happenings.

9. Announcements

a. Next Scheduled Advisory Committee Meeting

Tuesday, August 1st @ 9:30 AM. Matheson Memorial Library Community Room.

b. Next Scheduled System Board Meeting

Wednesday, July 26th @ 6:30 PM. Hybrid meeting format, Matheson Memorial Library Community Room.

10. Adjournment

Meeting adjourned at 11:22 AM.

Robinson motioned to adjourn. Stapleton seconded. Motion Carried.

Submitted by Tovah Anderson, July 11, 2023.



Prairie Lakes Advisory Committee Meeting Agenda

Jul 11th 2023 9:30am - 11:00am

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:** Gary Tilleros.

a. Approval of Previous Minutes

Included in packet.

 [LAC Meeting Minutes - June, 2023.pdf](#)

 [LAC Meeting Minutes - May, 2023.pdf](#)

3. Informational Reports

a. **Library System Board Report**

No business was conducted on June 21st due to a lack of quorum.

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

Included in packet.

 [System Directors Report - July 2023 Advisory Committee Meeting.pdf](#)

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

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

Included in Packet

 [M&PR Report 07112023.pdf](#)

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

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

4. **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. **SHARE Committees or Expert Groups for Referral, Study, and/or Recommendations**

b. **Subject Headings for LGBTQ Resources**

5. **Unfinished Business (None)**

a. **Criteria for Meeting Minutes of the LAC - PLLS Staff Proposal**

Included in packet.

 [Criteria for Meeting Minutes of the LAC.pdf](#)

6. New Business

- a. **PLLS Youth Services Program Discussion**

- b. **Special LAC Chairperson for Remainder of 2023**

7. Member-Suggested Items for Future Meetings

8. 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.

9. Announcements

- a. **Next Scheduled Advisory Committee Meeting**
Tuesday, August 1st @ 9:30 AM. Matheson Memorial Library Community Room.

- b. **Next Scheduled System Board Meeting**
Wednesday, July 26th @ 6:30 PM. Hybrid meeting format.

10. Adjournment

A motion to adjourn is required.

END
11:00am

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); **Absent:** Hein, Heskette, Swanson, 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.

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.

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

System Board Update:

- The PLLS Board did not meet on June 21st as originally planned, due to a lack of a quorum.
- The Board will meet next on July 28th at 6:30 pm, in the Community Room of the Matheson Memorial Library in Elkhorn.

Strategic Planning Update:

- The strategic planning survey under development by WiLS is nearly complete, and will be launched sometime during the week of July 10th.
- The outcomes of the survey will be used to inform a series of focus groups as well as large group meetings.
- We are requesting that each director take the survey, and make the survey available to individual library board trustees as you feel is appropriate.

2024 County Reimbursement

- Stay tuned for information regarding exemption from the county library service levies in mid-August.

SHARE Order of Business Item - SHARE Committees or Expert Groups

- Several task forces have existed within the SHARE Consortium for a number of years prior to the merger
- These task forces include cataloging, circulation, and patron experience.
- Volunteer participation on these task forces has fluctuated over time. Some have remained quite engaged, while others have been more of a challenge to keep going.
- Jim Novy has provided the lion's share of system staffing for these work groups - organizing and running the meetings.
- Collectively, we can continue to utilize these task forces as sources of expert knowledge for the purpose of considering specific issues and recommending courses of action to the consortium.

- In order to be effective, however, we think it's worth putting out a renewed call for volunteers to serve on these task forces. If you have any staff members who are experienced in these areas and would be willing to serve on any of the task forces, we would appreciate it if you could let us know.
- This topic also touches on the more significant issue of what the relationship of the SHARE Consortium should look like with respect to the Prairie Lakes Library System moving forward. The group may wish to have an initial discussion about this or place a more substantial discussion item on the next agenda.

SHARE Order of Business Item - LGBTQ Subject Headings

- We have received a report that some of the controlled vocabulary terms within the SHARE automation system are inconsistent.
- The advisory committee may wish to refer this matter to the SHARE cataloging task force for study and any recommendations for how this can be improved.

New Business Item - Youth Services Program

- Jennifer Puccini has been serving as a contract consultant in the area of YS for the system.
- Jennifer has been selected to become the Director of the Oconomowoc Public Library - congratulations, Jen!
- Early in the merger exploration process, it was decided to wait to make significant personnel decisions until strategic planning was finished or nearly so.
- Given the staffing transition above, as well as the importance of YS, we would like to know if you would support a system effort to retain a full-time YS consultant at the beginning of 2024 regardless of strategic planning status.
- A show of hands or motion of support during the meeting would be helpful in expressing the level of member library interest to the System Board.

Next Advisory Committee Meeting:

- Our next meeting on August 1st is currently expected to be scheduled for here in Elkhorn.

Respectfully submitted,

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

Marketing & Public Relations Report



Prepared for the Prairie Lakes Advisory Council
by Tovah Anderson, July 5, 2023



Social media and marketing email list is up-to-date and running. socialmedia@prairielakes.info

If you want to add more folks, just let me know.

2 Group Sticker Purchase Opportunities

- **I Love My Library or I got my library card** - statewide sticker purchase
Order form and details at: <https://forms.gle/X6Lq7q8FwEUPqsWM8>
Shared June 21 with socialmedia@prairielakes.info
- **PLLS, SHARE, SHARE & PLLS logo stickers for library cards** – ordered alongside the statewide sticker purchase for maximum discount
Order form and details at: <https://forms.gle/sEEg4PG8iCczY4sJA>
Shared June 26 with socialmedia@prairielakes.info

National Good Neighbor Day Toolkit

National Good Neighbor Day is on September 28, 2022.

This social media kit is designed for any business or non-profit or individual to promote National Good Neighbor Day. <https://nationalgoodneighborday.com>

Shared June 22 with socialmedia@prairielakes.info

PLLS Newsletter Submissions

If there's something big happening or that recently happened at your library, please feel free to send me a pic and blurb for our monthly newsletter. It's a great way to share with each other and our Wisconsin library community.

Creativebug Subscription Ends July 31

Would we like to quietly end this, or do we want a toolkit to publicize its expiration?



Main Office:

29134 Evergreen Drive, #600, Waterford, WI 53185
Phone: 262-514-4500 | Fax: 262-514-4544

Satellite Office:

430 E. High Street, Suite. 200, Milton, WI 53563
Phone: 608-868-2872 | Fax: 608-868-2875

Proposal by PLLS Staff
DRAFT Criteria for Meeting Minutes of the LAC

For the purpose of recording meeting minutes on behalf of the Librarian Advisory Committee, PLLS staff will use the following checklist as a guide when providing this service:

- Date
- Time
- Location
- Participants
- Reports:
 - The existence of any pre-distributed written reports will be indicated.
 - Significant points of oral reports will be indicated at the discretion of the notetaker.
- Discussion or Action Items (New Business or Unfinished Business):
 - A concise summary of why the LAC is discussing the item of business.
 - Any motion made.
 - The maker of the motion.
 - Whether the motion passed or failed. If not unanimous, a tally for and against.
- Next Meeting Date and Place (If Applicable)