

Prairie Lakes Library System



Prairie Lakes Advisory Committee Meeting 2023-10-03

Tue Oct 3, 2023 9:30 AM - 11:00 AM CDT

Virtual Meeting Only

Connection Details: Virtual Link: <https://meet.goto.com/181260189> Access Code: 181-260-189 | To access via telephone, please dial: +1 (312) 7574-3121

1. Call to Order

Chairperson Tami Bartoli has indicated she will be absent and a sit-in chairperson will be needed.

Teval called the meeting to order at 9:35 a.m.

2. Roll Call and Introduction of Guests

**Regular Representatives:** Present: Carter, Schnupp, Davies, Langer, Kloeckner, Burkhalter, Swanson, Teval, Kornak, Robinson, Kunkel, Strunz, Demske, Stapleton, Sorrentino, Kinkaid. Absent: Dimassis, Hein, Heskette, Bartoli, Krebs-Smith, Strehlow.

**Prairie Lakes Board Trustee Liaison:** Gary Tilleros.

**Prairie Lakes Staff:** Ohs, Platteter, Erickson, Novy, Dowling, Hudson, Anderson

3. Approval of Previous Minutes

Included in packet.

Stapleton motioned to approve the previous minutes.

Strunz seconded.

No discussion.

Motion carried.

4. Informational Reports

a. Library System Board Report

The PLLS Board met on September 27th, 2023.

Ohs report.

- The board's first look at the 2024 Draft Budget.
- The board is trying to set a special early-October board meeting to discuss staff compensation modules for the 2024 budget.
- The next regular board meeting is October 18.

b. System Director's Report (Steve Ohs)

Oral report.

- Strategic Planning Session with Members & Stakeholders – October 10, 9am-Noon, @ Matheson Memorial Library –
- Public Meeting of COLAND (hosted by PLLS) – November 10, 9am-4pm, @Matheson Memorial Library
- Fall Banquet – November 16, 5:00pm, @Evergreen Golf Club
- PLLS is working on 2024 system plan. Members will have a chance to comment on the draft prior to DPI's October 30th deadline.

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

Oral report.

- Site visits are close to wrapping up
- Negotiations are continuing with SirsiDynix for BLUEcloud Analytics private suite
- SirsiDynix's quote for maintenance came in above expectations; negotiations are ongoing
- Using SirsiDynix development hours to clean up serials records

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

Oral report.

- ALA Banned Books week is happening now. ALA toolkit was shared via email.
- Webinar Recommendation: "No More Neutral: Championing Freedom to Read" by Angel Hursh (an abbreviated version of the similarly titled NoveList course) – available for free as part of 2023 Wisconsin Trustee Training Week at [wistrusteetraining.com/archive](http://wistrusteetraining.com/archive)
- Keep sending project requests and items for the monthly newsletter
- Will be out of the office for October 24 & 26 for WLA and November 6-10 for LMCC.

**e. Youth Services Report (Steve Ohs)**

Oral report.

- Jen Puccinni is continuing to work on a 2024 Story Wagon Performance schedule and lineup.
- PLLS has a placeholder in the budget for a full-time youth services coordinator. No staffing decision has been made, it just makes sense to budget for the most expensive scenario.

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

No report.

**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.

None.

## 6. Unfinished Business (None)

None.

## 7. New Business

### a. Member Library Needs for a 2024 LAC Meeting Schedule (Discussion)

Ohs presented a tentative 2024 meeting schedule and mentioned the possibility of guest speakers. Attendees shared feedback on preferred meeting settings – virtual, hybrid, or in-person, and potential speakers.

### b. 2024 Library Director Retreat (Discussion)

Ohs shared a proposal for a 1/2 to full-day director's retreat in 2024 and asked about location preferences, scheduling preferences, and what topics directors would find valuable.

Directors prefer the spring and would forfeit a centralized meeting point if the location seems right. Directors shared ideas for possible informational sessions.

## 8. Member-Suggested Items for Future Meetings

*Nothing Additional.*

### a. For November: Development of SHARE-wide Guidelines or Consent-Based Procedures Regarding Hoopla Use by Patrons (Brattin)

## 9. Member Library Updates

Member libraries were invited to share updates.

## 10. Announcements

*Nothing additional.*

### a. PLLS Strategic Planning - Stakeholder Meeting

All PLLS member library directors are invited to attend a half-day strategic planning stakeholder feedback session on October 10th. This session will be held in the Matheson Memorial Library's Community Room from 9am to Noon. Distribution of an agenda is imminent.

### b. Next Scheduled Advisory Committee Meeting

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

### c. Next Scheduled System Board Meeting

- TBA Special Board Meeting, October.
- Wednesday, October 18th @ 6:30 PM. Hybrid meeting format.

## 11. Adjournment

A motion to adjourn is required.

Teval adjourned the meeting at 10:52 am.

Sorrentino motioned to adjourn the meeting.  
Davies seconded.

No discussion.  
Motion carried.

Submitted by Tovah Anderson, Tuesday, October 3, 2023.



## Prairie Lakes Advisory Committee Meeting 2023-10-03

### Agenda

Oct 3rd 2023 9:30am - 11:00am

Virtual-Only Meeting

**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

Chairperson Tami Bartoli has indicated she will be absent and a sit-in chairperson will be needed.

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, Teval, Kornak, Robinson, Kunkel, Strunz, Demske, Stapleton, Sorrentino, Kinkaid. **Prairie Lakes Board Trustee Liaison:** Gary Tilleros.

#### 3. Approval of Previous Minutes

Included in packet.

 [LAC Meeting Minutes - September, 2023 pdf-1.pdf](#)

#### 4. Informational Reports

##### a. Library System Board Report

The PLLS Board met on September 27th, 2023.

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

Oral report.

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

Oral report.

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

Oral report.

**e. Youth Services Report (Steve Ohs)**

Oral report.

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

Oral report.

**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.

**6. Unfinished Business (None)**

**7. New Business**

**a. Member Library Needs for a 2024 LAC Meeting  
Schedule (Discussion)**

An initial discussion of member library preferences, including dates to avoid, virtual and in-person rotations, and any other matters related to this that members would like to discuss.

**b. 2024 Library Director Retreat (Discussion)**

PLLS is proposing a one-day director's retreat in 2024, and seeks input regarding ideal timeframe, desired topics or activities, and any other suggestions or ideas for making it a valuable and successful event.

## 8. Member-Suggested Items for Future Meetings

- a. **For November: Development of SHARE-wide Guidelines or Consent-Based Procedures Regarding Hoopla Use by Patrons (Brattin)**

## 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. **PLLS Strategic Planning - Stakeholder Meeting**

All PLLS member library directors are invited to attend a half-day strategic planning stakeholder feedback session on October 10th. This session will be held in the Matheson Memorial Library's Community Room from 9am to Noon. Distribution of an agenda is imminent.

- b. **Next Scheduled Advisory Committee Meeting**

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

- c. **Next Scheduled System Board Meeting**

- TBA Special Board Meeting, October.
- Wednesday, October 18th @ 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 2023-9-12

Tue Sep 12, 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**

Chairperson Tami Bartoli.

Bartoli called the meeting to order at 9:32 AM.

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

**Regular Representatives:** Present: Schnupp (via GoTo Meeting), DeVries (Beloit), Hein (via GoTo Meeting), Davies, Langer (via GoTo Meeting), Heskette, Bartoli, Krebs-Smith, Strehlow (via GoTo Meeting), Swanson, Teval (via GoTo Meeting), Robinson, Kunkel, Strunz (via GoTo Meeting), Stapleton, Sorrentino, Kinkaid (via GoTo Meeting), Schoofs (Aram); Absent: Dimassis, Kloeckner, Burkhalter, Kornak, Demske; **Prairie Lakes Board Trustees:** Gary Tilleros, Annette Smith; **Prairie Lakes Staff:** Ohs, Platteter, Erickson, Dowling, Bue, Anderson; **Guests:** Wyatt Ditzler (Beloit)

**3. Approval of Previous Minutes**

Document included in packet: *PLLS LAC Minutes – July 2023.pdf*

Sorrentino motioned to approve the July minutes.

Stapleton seconded.

No discussion.

Motioned carried.

**4. Informational Reports**

**a. Library System Board Report**

Document included in packet: *System Directors Report - September 2023 Advisory Committee Meeting.pdf*

Ohs recapped the written report included in the packet.

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

Document included in packet: *System Directors Report - September 2023 Advisory Committee Meeting.pdf*



Ohs recapped the written report included in the packet.

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

Novy gave a verbal report on the following topics:

- Site visits underway
- TEACH upgrades are underway
- Fix is in the works to correct HTML notices using legal names instead of preferred names. If you need this corrected ASAP, please submit a help desk ticket.
- Cataloging Committee thinks using the additional "LGBTQ People" subject heading is working, but will take suggestions of specific alternate headings under consideration if requested.

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

Document included in packet: *M&PR Report 09122023.pdf*

Anderson recapped the written report included in the packet. Ohs added that PLLS now has PLLS -branded table throws that libraries may request use of.

Regarding the discussion on Input on M&PR Projects:

Directors would like major projects that involve their coordinated cooperation brought to Advisory Committee meetings. Directors are on board with a potential New Resident Postcard & Welcome Kit project, which is under PLLS consideration.

- ☑ Novy: Set up forwarding from ALS & LLS homepages to prairielakes.info.
- ☑ Anderson: Invite ALS & LLS Facebook followers to follow Prairie Lakes. Close the ALS & LLS Facebook pages.

**e. Youth Services Report (Steve Ohs)**

YS content is included in the *System Director's Report*.

Ohs deferred this report to item 6a: Unfinished Business; PLLS Youth Services Program (Discussion).

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

Bue stated her intention to email the directors a detailed Inclusive services report.

Bue's verbal report touched on the following topics:

- Development of a list of assistive technology items available around the state is under development
- ALA Libraries Transforming Communities Grants will be opening soon
- State IDEA Team is restructuring
- Accepting input on what IDEA tools and common challenges should be included in IDEA Orientations for new library directors.
- DPI will be updated the Inclusive Services Guide and Inventory
- WLA Inclusive Services Special Interest Group (SIG) is presenting sessions at WLA Conference; has a professional learning calendar; and is looking for new SIG leadership.

**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. SMS Messaging (Discussion, Possible Action)**

Novy shared recent legislation involving SPAM text messages that has led to the most recent round of SHARE SMS blocks by T-Mobile. Novy also shared possible work arounds.

Davies motioned to switch text messaging SMS delivery to the GoTo service and that SHARE add up to \$1200 to the SHARE budget line if PLLS is unable to fund the SMS service.

Krebs-Smith seconded.

No discussion.

Motion carried.

- ☑ Novy: Switch SMS SHARE messages to the GoTo Service.
- ☑ Ohs: 2023 Budget revision to cover cost of GoTo SMS texting service.  
Assigned to: Steve Ohs
- ☑ Ohs: Include GoTo SMS texting service in the 2024 budget.  
Assigned to: Steve Ohs

**b. Lexile Scores in Catalog (Discussion, Possible Action)**

Novy presented the option to purchase a subscription of Lexile Scores through SirsiDynix to be updated in the SHARE catalog annually.

Schoofs motioned to accept the proposal to add Lexile Scores to the SHARE catalog.

Schnupp seconded.

No further discussion.

Motion carried.

- ☑ Novy: Set up Lexile Scores service.

**c. BCA Private Suite (Discussion, Possible Action)**

Novy shared the limitations of our shared BLUEcloud Analytics suite (interface will not be developed much further, IT cannot manipulate the data as much as they like, etc.) and the opportunities a private BCA Suite would create (upgraded interface, access to all the data to manipulate, schedule e-resource stat pushes, create custom data dashboards, etc).

Cost of one-time data transfer and annual subscription is a little steep. SirsiDynix has been willing to negotiate in the past.

Directors think the private suite would be helpful and like custom dashboards. They would like Novy to continue negotiating pricing with SirsiDynix and bring the best offer back to the Advisory Committee for consideration.

- ☑ Novy: Continue BLUEcloud Analytics private suite price negotiations.

**d. NCIP 2 Rollout (Informational)**

Novy reported that SirsiDynix finally has a working version of their new NCIP protocol that works as well or better than the old version. Implementation will not result in a huge change for staff working with Interlibrary Loan requests.

- ☑ Novy: Write an informational blurb for staff at libraries regarding the NCIP 2 rollout and what benefits and changes they will notice.
- ☑ Novy: Implement the NCIP 2 rollout across the system.

**6. Unfinished Business (None)**

**a. PLLS Youth Services Program (Discussion)**

Ohs recapped the Youth Services section of the Director's Report included in the packet. Directors opined a preference for PLLS to hold off on making YS staffing decisions until after strategic planning concludes.

- ☑ Ohs: Schedule a YS Meetup for current YS staff to collab and share  
Assigned to: Steve Ohs
- ☑ Ohs: Send out YS Survey raw & crunched data ahead of the October 10 Strategic Planning Stakeholder meeting.  
Assigned to: Steve Ohs
- ☑ Ohs: Communicate with WiLS about the inclusion of YS needs & website needs in the strategic planning process, especially for the October 10 meeting.  
Assigned to: Steve Ohs
- ☑ Ohs: Update the YS contact list (2023 Youth Services Contacts on Google Drive) and convert to Google Group.  
Assigned to: Steve Ohs

**7. New Business**

**a. SEWI CE Grant (Informational)**

This round of grants with many of the dollars forfeited. Please save your CE receipts and request reimbursement through SEWI. A new round is expected to open.

**b. Preliminary Library Allocations of 2024 System Hoopla Funds (Informational)**

Documents in packet: *PRELIMINARY - 2024 Library Hoopla Allocations - 2024 Hoopla Allocations.pdf* & *Hoopla System to Local Comp.xlsx*  
Jim's preliminary numbers are off—see notes on included documents.

**c. 2024 Procedure for County Tax Exemption Applications (Informational)**

Ohs and Platteter discussed PLLS current role in communications surrounding Municipal Applications for County Tax Exemption:

- PLLS communicates the thresholds to library directors
- PLLS sends a notice to municipal clerks that the clerk needs to file an exemption application with the County Clerk.
- Each library works with its municipal clerk to accomplish the exemption.
- Failure to file for exemption results in double library taxation for residents within the municipality.

**d. Narcan in Libraries (Discussion)**

- Quite a few libraries have Narcan.
- Many have received training through their police and EMS services.
- Some libraries have received Narcan at no cost through the county health department.
- The shelf-life of the product is measured in years.
- Use of Narcan falls under the same Good Samaritan laws as the performance of CPR
- Narcan administered to someone not experiencing narcotic overdose will do no harm.

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

Due to the October 10th Strategic Planning Meeting and WLA Conference, directors would like to assess the agenda to determine if the October Advisory Council meeting is needed.

**9. Member Library Updates**

Members shared local updates.

**10. Announcements**

- Tilleros announced Waterford Jam Fest raised over \$44,000 for the Friends of Waterford Public Library.
- Tillers thanked the Advisory Committee for their service and expressed how much more prepared he is to vote on PLLS Board matters after listening to the Advisory Committee discussions.
- PLLS Strategic Planning Workshop for Stakeholders (including library directors) will take place Tuesday, October 10, 2023, at 9:00 AM in the Community Room of Matheson Memorial Library in Elkhorn.

**a. Next Scheduled Advisory Committee Meeting**

Tuesday, October 3rd @ 9:30 AM. Matheson Memorial Library Community Room.

**b. Next Scheduled System Board Meeting**

Wednesday, September 27th @ 6:30 PM. Hybrid meeting format.

**11. Adjournment**

Bartoli adjourned the meeting at 11:27 AM.

Sorrentino motioned to adjourn the meeting.  
Davies seconded.  
No discussion.  
Motion carried.

Submitted by Tovah Anderson, Tuesday, September 12, 2023.