

Prairie Lakes Library System



Prairie Lakes Advisory Committee Meeting 2023-11-07

Tue Nov 7, 2023 9:30 AM - 11:00 AM CST

Hybrid Meeting:

Matheson Memorial Library - 101 N Wisconsin Street, Elkhorn Wisconsin

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 9:30 a.m.

2. Roll Call and Introduction of Guests

Regular Representatives: Present: Stapleton, Nunez, Teval, Robinson, Bartoli, Burkhalter, Swanson, Krebs-Smith, DeVries, Davies, Schnupp, Demske, VanDan, Kinkaid, Kunkel, Strunz; Absent: Carter, Langer, Heskette, [vacant Sharon director], Strehlow, Kornak, Sorrentino, Kinkade

Guests: Wyatt Ditzler, Beloit Public Library

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

Prairie Lakes Board Trustee Liaison: Absent: Adam Dinnes

3. Approval of Agenda

Sorrentino motioned to approve the agenda.

Demske seconded.

Discussion: none.

Motion passed.

4. Approval of Previous Minutes

Included in packet.

Sorrentino motioned to approve the agenda.

Demske seconded.

Discussion: none.

Motion passed.

5. Informational Reports

- PLLS Board Report: Ohs recapped the written report.
- System Director's Report: Ohs recapped the written report and added that PLLS will make a decision on system-wide delivery by July 1, 2024.
- Technology Team Report: Novy shared an update on the successful switch to GoTo SMS messaging
- Marketing & Public Relations Coordinator's Report: Ohs recapped the written report.
- Youth Services Report: Possible LTE for 6 Months in 2024.
- Inclusive Services Report – René will be submitting updates to the Inclusive Services Consulting page on PLLS website.

6. 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. Electronic Resources and Library Patron Accounts (Discussion)

Nunez reported that patrons are abusing Hoopla via different library cards.
Look into Blackstone Publishing.

b. SirsiDynix Private Intelligence Server (Possible Action)

Novy: Private Sirsi Serve=more control. \$15K up front (paid by system), \$4,900/year (paid by libraries)

Davies motioned for the SHARE Consortium to contract with SirsiDynix for a Private Intelligence Server.

Nunez seconded.

Discussion: primarily regarding benefits and cost

Motion passed.

7. Unfinished Business (None)

a. FINAL 2024 Librarian Advisory Committee Meeting Schedule (Possible Action)

8. New Business

a. FINAL 2024 PLLS Liaison Schedule (Information)

9. Member-Suggested Items for Future Meetings

10. 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.

11. Announcements

a. Next Scheduled Advisory Committee Meeting

Tuesday, December 5th @ 9:30 AM. Matheson Memorial Library Community Room.

b. Next Scheduled System Board Meeting

Wednesday, November 29th @ 6:30 PM. Hybrid meeting format.

12. Adjournment

A motion to adjourn is required.

Bartoli adjourned the meeting at [time not recorded.]

Teval motioned to adjourn the meeting.

Davies seconded.

Discussion: none.

Motion passed.

Submitted by Jeremy Erickson on Tuesday, November 14, 2023.



Prairie Lakes Advisory Committee Meeting 2023-11-07 Agenda

Nov 7th 2023 9:30am - 11:00am

Hybrid Meeting - Matheson Memorial Library (Elkhorn)

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

9:30am

2. Roll Call and Introduction of Guests

Regular Representatives: Carter, Schnupp, Dimassis/Devries, Davies, Langer, Heskette, Sharon, Evansville, Bartoli, Krebs-Smith, Burkhalter, Strehlow, Swanson, Teval, Kornak, Robinson, Kunkel, Strunz, Demske, Stapleton, Sorrentino, Kinkaid. **Prairie Lakes Board Trustee Liaison:** Adam Dinnes

3. Approval of Agenda

4. Approval of Previous Minutes

Included in packet.

5. Informational Reports

- PLLS Board Report
- System Director's Report
- Technology Team Report
- Marketing & Public Relations Coordinator's Report
- Youth Services Report
- Inclusive Services Report

6. Special Order of Business for SHARF Consortium

6. 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. Electronic Resources and Library Patron Accounts
(Discussion)**

b. SirsiDynix Private Intelligence Server (Possible Action)

7. Unfinished Business (None)

**a. FINAL 2024 Librarian Advisory Committee Meeting
Schedule (Possible Action)**

8. New Business

a. FINAL 2024 PLLS Liaison Schedule (Information)

9. Member-Suggested Items for Future Meetings

10. Member Library Updates

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11. Announcements

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b. Next Scheduled System Board Meeting

Wednesday, November 29th @ 6:30 PM. Hybrid meeting format.

12. Adjournment

A motion to adjourn is required.

END
11:00am

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
- 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.

FINAL 2024 Prairie Lakes Advisory Committee Meeting Schedule

Month	Date	Start Time	Day of Week	Format	Location	Major Topics
January	9th	9:30 AM	Tuesday	Virtual Only	GoToMeeting	Guest Presenter: Effective Board Meetings
February	6th	9:30 AM	Tuesday	Virtual Only	GoToMeeting	Goal Setting for 2025 SHARE Budget
March	5th	9:30 AM	Tuesday	In-Person Only w/ Lunch Provided	Matheson Memorial Library (Elkhorn)	Guest Presenter: LocalHop
April	2nd	9:30 AM	Tuesday	Hybrid	Matheson Memorial Library (Elkhorn)	Presentation of 2025 SHARE Budget
May	7th	9:30 AM	Tuesday	Hybrid	Matheson Memorial Library (Elkhorn)	Additional Discussions for 2025 SHARE Budget
June	4th	9:30 AM	Tuesday	In-Person Only w/ Lunch Provided	Matheson Memorial Library (Elkhorn)	Approval of 2025 SHARE Budget
July	2nd	9:30 AM	Tuesday	Hybrid	Hedberg Public Library (Janesville)	TBD
August	6th	9:30 AM	Tuesday	Hybrid	Racine Public Library	TBD
September	3rd	9:30 AM	Tuesday	In-Person Only w/ Lunch Provided	Lake Geneva Public Library	TBD
October	1st	9:30 AM	Tuesday	Virtual Only	GoToMeeting	Guest Presenter: WPLC
November	12th	9:30 AM	Tuesday	Virtual Only	GoToMeeting	Guest Presenter: BadgerLink
December	3rd	9:30 AM	Tuesday	In-Person Only w/ Lunch Provided	Evergreen Golf Club or other Special Location	End-of-year recap and holiday social?
<p>General Notes: First Tuesday of the month at 9:30 AM is indicated by the members as preferable. System staff will attempt to schedule around events of statewide concern or holidays by staggering the meeting date back by one week unless otherwise requested.</p>						
Draft						
Updated:						

FINAL 2024 Prairie Lakes Library System Liaison Schedule

Quarter	Month	Liaison to System Board (Library Directors)	Liaison to Advisory Committee (System Board Trustees)
1	January	Demske	Coffman
	February	Dimassis	Brace
	March	Bartoli	TBD
2	April	Kinkaid	Lea
	May	Krebs-Smith	TBD
	June	Burkhalter	Laufenberg
3	July	Stapleton	Miller
	August	Kunkel	Dinnes
	September	Heskette	Nugent
4	October	Davies	O'Hagan
	November	Langer	TBD
	December	Kornak	TBD

Rules used to establish rotation:

1) Alphabetical rotation by county.

2) Alphabetical rotation by last name of director.

3) Trustees and directors may switch slots or designate an alternate on their own initiative. Please inform PLLS if you do so, for the purpose of keeping this schedule updated.

STAY INFORMED

of your child's library checkouts

Parental Rights and Responsibilities

Responsibility for children's use of library materials rests with their parents or guardians. Wisconsin statute gives parents and guardians authority over their children's use of the public library prior to age 16.*

Libraries offer many tools and resources to support **PARENTAL INVOLVEMENT**.

Libraries help families find library materials that meet their needs and interests:

- Collection development policies ensure the library has varied materials that serve the whole community.
- Trained staff select materials and help families find the titles they want.
- Signs direct children, teens, and adults to appropriate collections.
- Library staff recommend books to support many needs, interests, and age levels.
- Libraries provide access to professional and consumer reviews to help parents and guardians determine which materials are appropriate for their child.

Many Wisconsin libraries have policies about children's library use, such as:

- Setting a minimum age for children to be in the library unattended by a parent or guardian.
- Requiring a parent or guardian to sign their child's library card application, which prevents a child from obtaining a library card without their permission.

Parents and guardians can see what their children have checked out:

- Parents and guardians can call, email, or visit the library to get their child's account information.
- Parents and guardians can view their children's accounts online, via the library's website and/or an app.
- Some libraries provide the option for parents and guardians to receive a text or email receipt when their child checks out materials, which includes the titles of those materials.

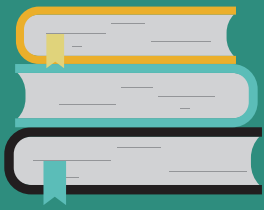


***Upon the request of a custodial parent or guardian of a child who is under the age of 16, a library supported in whole or part by public funds shall disclose to the custodial parent or guardian all library records relating to the use of the library's documents or other materials, resources, or services by that child.**

Wisconsin Statute 43.30(4)



wisconsinlibraries.org
wla@wisconsinlibraries.org



SHELVING

of a library book

Steps for Determining Item Location

Materials are located within a local library according to best practices and, importantly, community standards.

- 1 Published reviews* often indicate where to locate the item.
- 2 Libraries buy books from vendors catering to specific age groups.
- 3 Library staff import an item record, which suggests shelf location, directly from the Library of Congress.
- 4 Library staff may check where other libraries shelve an item.
- 5 Library staff look at the book to confirm shelf location (e.g. age of protagonists, number of pages, illustrations).
- 6 Libraries have a reconsideration process in case a patron would like to challenge the location of an item. For example, a patron may request the library reconsider the location of a certain title in the Young Adult section and ask that it be moved to the Adult section. (See *Life Cycle of a Library Book*)

*Published reviews for each age category include *Publisher's Weekly* (all), *Library Journal* (all), *School Library Journal* (birth-YA), *Horn Book* (birth-YA), *Booklist* (all), *Kirkus Reviews* (all), *shelf-awareness.com* (all), *goodreads.com* (all), *forewordreviews.com* (all).

Where does it go?

Librarians use professional guidelines, industry and community standards, and practicalities such as space in determining where to shelve a book. This means a title could be shelved in different places at different libraries.

<p>Adult (16+)</p> <p><i>Little Women</i> (Louisa May Alcott) <i>Lord of the Flies</i> (William Golding) <i>To Kill a Mockingbird</i> (Harper Lee)</p> 
<p>Teen (13-16)</p> <p><i>Little Women</i> (Louisa May Alcott) <i>Lord of the Flies</i> (William Golding) <i>To Kill a Mockingbird</i> (Harper Lee) <i>Hatchet</i> (Gary Paulsen) <i>Maze Runner</i> (James Dashner) <i>Percy Jackson & the Olympians</i> (Rick Riordan)</p> 
<p>Tween (11-13)</p> <p><i>Hatchet</i> (Gary Paulsen) <i>Maze Runner</i> (James Dashner) <i>Percy Jackson & the Olympians</i> (Rick Riordan) <i>Nancy Drew</i> (Carolyn Keene) <i>A Wrinkle in Time</i> (Madeleine L'Engle)</p> 
<p>Children's Chapter Books (8-11)</p> <p><i>Nancy Drew</i> (Carolyn Keene) <i>A Wrinkle in Time</i> (Madeleine L'Engle) <i>Paddington Bear</i> (Michael Bond) <i>Winnie the Pooh</i> (A.A. Milne)</p> 
<p>Early Readers & Picture Books (3-8)</p> <p><i>Paddington Bear</i> (Michael Bond) <i>Winnie the Pooh</i> (A.A. Milne) <i>Max & Ruby</i> (Rosemary Wells) <i>Goodnight Moon</i> (Margaret Wise Brown) <i>The Very Hungry Caterpillar</i> (Eric Carle)</p> 
<p>Board Books (Birth-3)</p> <p><i>Max & Ruby</i> (Rosemary Wells) <i>Goodnight Moon</i> (Margaret Wise Brown) <i>The Very Hungry Caterpillar</i> (Eric Carle)</p> 



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wla@wisconsinlibraries.org

Communications & Marketing Report



Prepared for the Prairie Lakes Advisory Council
November 7, 2023.

Library Marketing & Communications Conference is happening now in Indianapolis.

In January I'll be hosting a virtual feedback session about the PLLS website.

The goal is to make sure the site contains the information you and staff need and in a structure that makes sense for users. Detail TBD.

Looking for eResource Marketing Materials?

Find links to each company's toolkit on our website under *Member Services > Consulting: Public Information > Resources > Toolkits for PLLS Online Resources*

<https://www.prairielakes.info/member-services/graphic-communications-consulting/>

Reminders:

- **Marketing & Promotions Email List:**
Do you have a new staff member working on library promotions and/or social media? Let me know so I can add them to my mailing list– socialmedia@prairielakes.info.
- **PLLS Newsletter Submissions:**
Please send photos and blurbs about your libraries for our monthly newsletter. It's a great way to share with each other and our Wisconsin library community.
- **Need help promoting local services and events?** Reach out via email or phone.

Tovah Anderson | Communications & Marketing Coordinator | 608-868-2872 | tanderson@prairielakes.info



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

System Director's Report - LAC - 2023-11-7

PLLS Board Updates

- The system board met on October 18th.
- The primary matters on the agenda were staff compensation, 2024 system budget approval, and approval of a 2024 system plan for DPI.
- The next regular board meeting is scheduled for November 29th.

Strategic Planning Update

- The PLLS Board is completing a questionnaire regarding the draft mission, vision and values language that was developed.
- The next step of the process will be the creation of a “theming team” made up of member library directors, system trustees, and system staff. The purpose of the theming team will be to review the data that has been collected, identify major themes that should factor into a system strategic plan, and prioritize them.
- We are in the process of assembling the theming team. If you are interested in serving on this team, please let us know. The time commitment to this work would be limited to two virtual meetings with some review homework in between. The strategic plan itself will be written by WiLS - you will not be asked to write the actual plan.

Fall Banquet Event Reminder

- November 16th.
- Evergreen Golf Club (Elkhorn)
- Speaker: Stef Morrill - former WiLS director, and River Valley Commons Executive Director in Spring Green, WI.
- Please reach out if you need a re-send of the RSVP form.

COLAND Meeting on November 10th

- Council on Library and Network Development.
- Governor-appointed State Committee.
- Matheson Memorial Library from 9 am - 4 pm.
- It is a public meeting.

System Delivery Service Update

- Our current intention is to recommend a renewal of all delivery contracts again for 2024, and PLLS has budgeted for this.
- We have prepared a delivery service renovation timeline for 2024, beginning with the release of an RFP to vendors in February.
- Excel Express, David Koene Couriers, and Action Logistics are the current list of vendors that will be invited to respond to the RFP.
- We hope to have vendors under contract around July 1st.
- Go-live of the renovated delivery service is expected on January 1st, 2025.
- There may be changes to this timeline, as it is board and vendor-dependent.

Youth Services Update

- Jen Puccini has continued to plan out performers for a 2024 storywagon program series.
- A transition strategy is needed, as Jen is now also a library director and time is at a premium.
- Because we have committed to hold off on hiring an FTE YS consultant until a strategic plan is available, we face an interim period where we don't have someone ready to take on storywagon from Jen.
- We are heavily considering a six-month LTE contract beginning in January, with an option to renew for another six months.
- In this manner, we can maintain a source of consulting in six-month blocks, and transition to a full-time consultant model if or when it becomes appropriate.