Prairie Lakes Advisory Committee Meeting: January, 2024

Tue Jan 9, 2024 9:30 AM - 11:00 AM CST

Virtual-Only Meeting

1. Call to Order

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

2. Roll Call and Introduction of Guests

Regular Representatives Present: Carter, Nunez, Carter, Sanders, DeVries, Davies, Bartoli, Krebs-Smith, Burkhalter, Swanson, Teval, Kornak, Robinson, Kunkel, Strunz, Demske, Stapleton, Sorrentino, Kinkaid.

Regular Representatives Absent: [Vacant: Brigham Memorial Library], Langer, Heskett, [Vacant: Eager Free Public Library], Strehlow

PLLS Staff Present: Anderson, Bue, Dowling, Erickson, Hudson, Ohs, Platteter

Prairie Lakes Board Trustee Liaison: Nat Coffman, Absent

Guests Present: Wyatt Ditzler (Beloit Public Library), Rachel Arndt (Rachel Arndt Consulting, LLC)

3. Approval of Agenda

> **Teval** motioned to approve the agenda.
> **Sorrentino** seconded.
> No discussion.
> **Motion carried.**

4. Approval of Previous Minutes

Included in packet.

> **Sorrentino** motioned to approve the previous minutes.
> **Strunz** seconded.
> No discussion.
> **Motion carried.**

5. Informational Reports

PLLS Board Report: Ohs

- Board met on December 27 and discussed 2024 Resource Library Contracts; delivery service renovation timeline; and a meeting schedule for 2024 was approved with modifications.
- The next meeting is January 24 at 6:30 PM at the Waterford Office.

System Director's Report: Ohs

- Annual report theming team met on December 21 for a data webinar with WiLS and members were asked to review the data and complete a worksheet supplied by WiLS. The theming team will meet again on January 17 at Milton to develop the strategic plan framework. Then WiLS will write a draft of the plan for PLLS' review.
- 3 annual report support sessions planned for PLLS libraries. **1/31 @ 10 am** & **2/1 @ 1:30 pm** (both focusing on changes from last year & values that impact county funding, & Q&A). **2/2 @ 10 am** (nose-to-tail walkthrough especially for new directors).
- Library Legislative Day Tuesday, February 6, beginning at 8:00 AM at Best Western Premier Park Hotel by the capitol. https://www.wisconsinlibraries.org/library-legislativ-day.
- The next LAC meeting is February 13.
- Platteter gave a verbal report on Library Director Certification and continuing education requirements for the state of Wisconsin. Information is available on DPI's website – a link to this info is available on PLLS' site as well. https://dpi.wi.gov/libraries/public-libraries/governance-administration/directors

Technology Team Report: Dowling

- PC Group Purchase orders due at the end of February
- RFID Tag purchase around the same time – plan for two years of tags.
- Night of February 13 there will be a Symphony update. Library staff should plan on running WorkFlows upgrades on the morning of the 14th.

Marketing & Public Relations Coordinator's Report: (Included in meeting packet)
Anderson recapped her written report covering the following topics:

- One Seed, One Wisconsin Seed Library project
- Wild Wisconsin Winter Webinar
- Communications for sunsetting Gale Course e-resource
- Additional story-based annual report template
- Reminders about available Communications and Marketing services & PLLS newsletter.

Youth Services Report: Ohs

- Still in a holding pattern concerning YS staffing until the strategic plan is completed.
- Jen is putting the finishing touches on the Story Wagon schedule for 2024 and will remain on retainer until a staffing decision is made.

- We have collected in-depth feedback from Angela Meyers at Bridges Library System regarding her position's responsibilities, roles, workflows, and workload.

Inclusive Services Report: Bue

- Next WI System Inclusive Services meeting is 1/16
- WI Libraries Talk About Race webinar 1/11 registration still available – Moving from Allyship to Leadership https://www.wislibidea.com/schedule/

6. Guest Presentation: Tips for Effective Board Meetings (Rachel Arndt - Rachel Arndt Consulting, LLC)
Arndt defined meetings, gave tips for meeting structure and timings, discussed consent agendas, types of engagement, and how to use engagement to set the mood for a fun and productive meeting. Arndt shared the rights & responsibilities of meeting participants and the different roles they might fill.

7. Special Order of Business for SHARE Consortium

a. SirsiDynix Updates (Information)

- Night of February 13 there will be a Symphony update. Library staff should plan on running WorkFlows upgrades on the morning of the 14th.
- BlueCloud private suite looking at implementation after annual reports deadline.
- Tracking Sirsi/Dynix's plans for a new mobile app

8. Unfinished Business (None)

9. New Business
None.

a. Selection of LAC Officers for 2024 (Action)

Chad volunteered to be 2024 chair.
Heather Kinkaid volunteered to be Chair-elect.
No additional interest or nominations.

> **Bartoli** called for a vote on the slate of nominees:
> • Chad Robinson of Matheson Memorial Library as Chair
> • Heather Kinkaid of Waterford Public Library as Chair-elect
> No discussion.
> **Vote was unanimously in favor.**

b. Library Legislative Day Update (Information)
See System Director's Report above (under item 5).

10. Member-Suggested Items for Future Meetings
Robinson asked for an update on the MasterClass grant and PLLS staff responded.

11. Member Library Updates

Each member library shared local updates if they had any.

12. Announcements

a. Next Scheduled Advisory Committee Meeting

Tuesday, February 13th @ 9:30 AM. – Via GoToMeeting Only

b. Next Scheduled System Board Meeting

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

- PLLS recently purchased a heavy-duty paper shredder for its upcoming records review project, where pre-merge documents deemed unnecessary according to record retention guidelines and system needs will be disposed of. After this project is complete, member libraries will be able to use the shredder as well.
- Performance USA movie license certificates are out in delivery. If it doesn't find its way to you in the next week or so, please reach out and we'll reprint it.

13. Adjournment

> **Teval** motioned to adjourn.
> **Davies** seconded.
> No discussion.
> **Motion carried.**

Bartoli adjourned the meeting at 11:20 AM.

Submitted by Tovah Anderson on Tuesday, January 9, 2024.

Prairie Lakes Advisory Committee Meeting: January, 2024 Agenda

Jan 9th 2024   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**   9:30am
   Chairperson Tami Bartoli

2. **Roll Call and Introduction of Guests**   9:35am
   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:** Nat Coffman

3. **Approval of Agenda**   9:40am

4. **Approval of Previous Minutes**   9:45am
   Included in packet.

5. **Informational Reports**   9:50am
   NOTE: **due to providing our guest presenter with a fixed start time, it is recommended that reports continue until 9:55 AM. Reports may then resume after the conclusion of the guest presentation.**

   ○ PLLS Board Report

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

6. **Guest Presentation: Tips for Effective Board Meetings (Rachel Arendt - Rachel Arendt Consulting, LLC)** `10:00am`

7. **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. **SirsiDynix Updates (Information)**

8. **Unfinished Business (None)**

9. **New Business**

   a. **Selection of LAC Officers for 2024 (Action)**
   The LAC Bylaws state that a Chair and Chair-Elect are required. The Chair serves as presiding officer for meetings of the LAC. The Chair-Elect shall become chair in January of 2025. The LAC Bylaws state that the Chair and Chair-Elect shall be from different member counties.

   b. **Library Legislative Day Update (Information)**

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

11. **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.

12. **Announcements**

    a. **Next Scheduled Advisory Committee Meeting**
    Tuesday, February 13th @ 9:30 AM.

Via GoToMeeting Only

b. **Next Scheduled System Board Meeting**
   Wednesday, January 24th @ 6:30 PM. Hybrid meeting format.

13. **Adjournment**
    A motion to adjourn is required.

END
11:00am

Prairie Lakes Library System

Prairie Lakes Advisory Committee Meeting 2023-12-05
Tue Dec 5, 2023 9:30 AM - 11:00 AM CST

Hybrid Meeting: Matheson Memorial Library (101 N Wisconsin Street, Elkhorn, WI)

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 called the meeting to order at 9:31 a.m.

2. Roll Call and Introduction of Guests
Regular Representatives: Teval, Burkhalter, Stapleton, Sorrentino, Robinson, Schnupp, Swanson, Bartoli, Kornak, Davies; Demske(GoTo Meeting), Kinkaid (GoTo Meeting), DeVries (GoTo Meeting), Langer (GoTo Meeting), Strehlow (GoTo Meeting), Kunkel (GoTo Meeting), Nunez (GoTo Meeting), Strunz (GoTo Meeting)
Prairie Lakes Staff: Erickson, Ohs, Platteter, Novy, Dowling, Hudson, Anderson, Bue
Prairie Lakes Board Trustee Liaison: Adam Dinnes (GoTo Meeting)
Guests: Wyatt Ditzler–Beloit Public Library (GoTo Meeting)

3. Approval of Agenda

4. Approval of Previous Minutes
Included in packet.

> **Sorrentino** motioned to approve the previous month's minutes.
> **Burkhalter** seconded.
> No discussion.
> **Motion Carried**

5. Informational Reports
Ohs shared a verbal **PLLS Board Report** touching on the following topics:
• November meeting was canceled - a quorum would not be met

Ohs shared a verbal **System Director's Report** touching on the following topics:
• Preparing for annual audit
• Strategic Plan Theming Team is in place, working on setting its meetings
• Watch for dates for PLLS' drop in sessions for library annual reports – one for new directors, one for experienced directors

• Working on board retreat and development objectives
• February 6, 2024 PLAC meeting conflicts with WLA Library Legislative Day. Meeting bumped to Tuesday, February 13, 2024.

Novy shared a verbal **Technology Team Report** touching on the following topics:
• Demise of the SHARE Anywhere app, PLLS response, SirsiDynix response

Anderson gave a verbal **Marketing & Public Relations Coordination Report** touching on the following topics:
• Library Marketing and Communications Conference wrap up–favorite sessions and display table of swag and communications from other libraries after this meeting
• Substance Use Prevention Education (SUPE) flyers available in English and Spanish – PLLS will print and put in delivery for whoever wants a stack
• Registration is open for the Wild Wisconsin Winter Web Conference – January 24-25, 2024 – *https://www.wildwiscwinterweb.com/*

Ohs gave a verbal **Youth Services Report** touching on the following topics:
• Will create a short-term contract position for completion of the summer Story Wagon programming.
• Still waiting on strategic planning to wrap up to determine future consulting position(s)

Bue gave a verbal **Inclusive Services Report** touching on the following topics:
• Two upcoming Wisconsin Libraries Talk About Race webinars
    – December 7: Understanding and Challenging Implicit Bias in Decision Making
    – January 11: Moving from Allyship to Leadership: Agency, Accountability, and Emotional Intelligence
    – Register or watch recordings at *https://www.wislibidea.com/schedule/*
• WLA IS Sig Meeting is coming up
• WI IS Group Covered:
    – ALA Libraries Transforming Communities grant application deadline is December 11
    – State group working on an Inclusive Services Orientation meant for new directors
    – Working on guidance for Accommodations for Neurodivergent Staff

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. SirsiDynix Symphony Upgrade (Information)
        Staff should plan on running upgrades at each station on the morning of February 14, 2024.

7. Unfinished Business (None)

8. New Business

a. PC Group Purchase (Information)

 Novy briefed the group on the upcoming 2024 PC group purchase program – orders due Friday, February 23, 2024.

Tech Team will also be coordinating a group RFID tag purchase around the same time. Watch for details via email.

b. Youth Services Email List Rebuild (Information)
  – New YS email group is active (*youthservices@prairielakes.info*)
  – Contact Tovah or create a HelpDesk ticket to add/remove contacts.
  – A spreadsheet of contacts with specialties will be available soon as well.

c. System-wide MasterClass Grant (Information)
  – 4,000 free 12-month subscriptions to MasterClass will be available for member library patrons in 2024. *https://www.masterclass.com/*
  – PLLS will provide promotional toolkit
  – PLLS will create a Google form for patrons to request a seat and will handle assigning the licenses/seats
  – Most likely launching sometime in January

d. Local IT Billing Changes for 2024 (Information)
  PLLS member libraries can expect significantly reduced or eliminated costs for regular local IT work in 2024. Revised policy to come.

e. LAC Round-Table Topics of Interest (Discussion)
  Group discussed priority topics for round-table discussion cohorts. Ohs recorded a prioritized list of brainstormed ideas.

9. Member-Suggested Items for Future Meetings
  • Legislative Issues as a possible standing update
  • IT First Responder Training
  • Refined list of LAC Round-Tables with descriptions

10. Member Library Updates
  Each member library was invited to share any local updates - including recent activities, success stories, challenges, or any other information you would like to share.

11. Announcements
  PLLS is in need of System Board Trustees – 1 from Rock County, 2 from Walworth County. Library employees are not eligible.

a. Next Scheduled Advisory Committee Meeting
  Tuesday, January 9th @ 9:30 AM. – **Via GoToMeeting Only**

b. Next Scheduled System Board Meeting

Wednesday, January 24th @ 6:30 PM. – **Hybrid meeting format – May change to virtual only.**

12. Adjournment
A motion to adjourn is required.

> **Teval** motioned to adjourn the meeting.
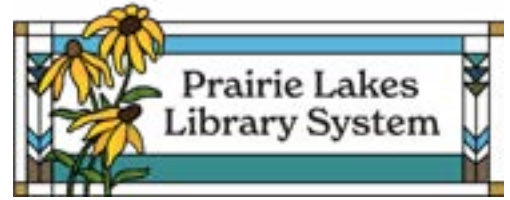> **Stapleton** seconded.
> No discussion.
> **Motion carried.**

Bartoli adjourned the meeting at 11:23 a.m.

Submitted Monday, December 18, 2023, by Tovah Anderson.

Communications & Marketing Report

Prepared for the Prairie Lakes Advisory Council
January 9, 2024

One Seed, One Wisconsin
Pride of Wisconsin Melon

Kirsten Almo will be/has sent this year's seed library materials to programming staff at each library. Libraries may decide independently how they would like to distribute the seeds (on their own, as part of a program, etc.) and what programming (if any) they would like to accompany the giveaways.

Packets include:

- Guide for Librarians printout (resources information, program ideas, and links to promotional Canva templates) *See pages 2 & 3 of this report.*
- Seed packets-pre-labeled and ready for patrons. (Allotted according to PLLS/SHARE formulas.)

Promotional Items

- TV Slide / Facebook Post (1920 px X 1080 px) *https://tinyurl.com/y3988vet*
- SHARE Automated Email (622 px X 300 px) *https://tinyurl.com/39wya47k*
- SHARE Catalog Banner (954 px X 134 px) *https://tinyurl.com/ykcwbedp*
- Printable Flyer Template (8.5" X 11") *https://tinyurl.com/yt7dpszb*

I'd be very happy to help draft a press release about this specifically for your library.

Wild Wisconsin Winter Webinar–January 24-25, 2024

Registration open now! All online. Free.
2 Days – 4 Topic Tracks: Marketing, Management, Internal Communications, & Programming.

https://www.wildwiscwinterweb.com/

Ending Gale Courses Communications

The January 2024 session of Gale Courses is the session available to patrons before our subscription expires.

- Patrons enrolled in a January session will retain access through March 8th in order to complete their course.
- All others will lose access February 29.

PLLS Communications:

- Directors/Staff: information was sent to directors & social media staff via email –please be sure to share the information with your staff members.
- Patrons/Gale Users: After the conclusion of the registration period for the January session (1/17), PLLS will communicate with January enrollees and patrons who have previously earned completion certificates to let them know the service is expiring and if they'd like to retain a copy of their course completions or certificates, they must log in and download or print them by February 28 (March 8 for Jan. enrollees). Directions on how to do so will be provided. *See pages 4-6 of this report.*

Annual Report Template

Looking to create an story-based annual report for your board and the public? You're welcome to use this Canva template and customize it to your colors and needs. *https://www.canva.com/design/DAF4wJ3iyos/DAklWFNnksKDeE7sKs7hyA/view?utm_content=DAF4wJ3iyos&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview*

- **Marketing & Promotions Email List:** Let me know if you have additions or deletions.
- **PLLS Newsletter Submissions:** Submit news and photos from your library to Tovah.
- **Need help promoting local services and events?** Reach out via email or phone.

Tovah Anderson | Communications & Marketing Coordinator | 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

One Seed One Wisconsin - DRAFT TIMELINE
2024 Growing Season

	Start Indoors: Ex. Tomato or Pepper	Start Indoors OR Direct Seed: Ex. Melon, Herb, Squash	Direct Seed: Ex. Bean, Lettuce
Finalize variety for 2024	June 9, 2023	June 9, 2023	June 9, 2023
Order seeds from Jungs	Mid June, 2023	Mid June, 2023	Mid June, 2023
Behind the scenes work: • PR packet • Programming idea handout	Fall, 2023	Fall, 2023	Fall, 2023
Seeds arrive - hopefully!	December, 2023	December, 2023	December, 2023
Distribute seeds & PR packet to Prairie Lakes libraries	January, 2024	January, 2024	January, 2024
Libraries start giving out seeds	February, 2024	March, 2024	March, 2024
Programming that involves seed starting in library	Early March, 2024	Early April, 2024	X
Programming about gardening	March - April, 2024	March - April, 2024	March - April, 2024
Final seed distribution	End of April, 2024	Early June, 2024	Early June, 2024

Guide for Librarians — 2024

2024 Variety:
Pride of Wisconsin Melon

New in 2024!
Individual Patron Seed Packets
Packets containing a small amount of seeds are now individually packaged and labeled for patrons by Jung Seeds.

Resource information:

- **Description from *Seed Savers Exchange*:**
  "A fabulous Midwest historic variety introduced in 1937 by the Robert Buist Company. Heavy yields of football-shaped 4-8 pound muskmelons. Hard-shelled with firm sweet flesh. Great old-fashioned flavor associated with roadside stand melons. If you can only grow one melon and do not want to be disappointed, this is the variety to grow. 90-100 days."

- **Biography of Robert Buist - National Gallery of Art**
  https://heald.nga.gov/mediawiki/index.php/Robert_Buist

- **Seed catalog reprints from 1946**
  - *http://www.webgrower.com/library/catalogs/buist_1946.html*
  - *http://www.webgrower.com/library/buist/1946/1946_buist_melons2.jpg*

- **Growing melons - guide from UW Extension**
  https://cdn.shopify.com/s/files/1/0145/8808/4272/files/A3688.pdf

- **Growing melons - guide from U of MN Extension**
  https://extension.umn.edu/fruit/growing-melons-home-garden

- **History of melons in general - Texas Cooperative Extension**
  https://aggie-hort.tamu.edu/newsletters/hortupdate/hortupdate_archives/2005/apr05/Melons.html

Program ideas:

- **Seed starting for melons** - last week in April would be a great time to offer this program if you're going to actually start them during the program.
- **Seed saving for melons** - melons need to be isolated so that they don't cross pollinate with other varieties. You'd want to offer an instructional program in the spring, before plants have set flowers.
- **Melon tasting event -** watermelon, cantaloupe, honeydew, etc.
- **Guest speaker from UW Extension** - gardening topics
- **Book displays** - gardening, seed saving, heirlooms
- **Melon Storytime and/or Storywalk**
  - *Mai and the Missing Melon,* by Sonoko Sakai
  - *Watermelon Day,* by Kathi Appelt
  - *The Watermelon Seed,* by Greg Pizzoli
- **Display focused on the year 1937** - what was going on in the world when the Pride of WI melon was introduced?
  - 1937: A Year in the Collections - Smithsonian Institute – *https://www.si.edu/spotlight/1937*

Promotional Canva Templates:
Please save a copy before making changes.

- **TV Slide / Facebook Post** (1920 px X 1080 px)
  https://tinyurl.com/y3988vet
- **SHARE Automated Email** (622 px X 300 px)
  https://tinyurl.com/39wya47k
- **SHARE Catalog Banner** (954 px X 134 px)
  https://tinyurl.com/ykcwbedp
- **Printable Flyer Template** (8.5" X 11")
  https://tinyurl.com/yt7dpszb

Serving libraries in Racine, Rock, and Walworth Counties, Wisconsin.

Hello,

You are receiving this email because you completed a Gale Course through a public library in Rock, Racine, or Walworth County (all members of Prairie Lakes Library System).

This is a one-time email, there is no need to unsubscribe.

An important update from your library:

We are discontinuing Gale Courses.

- **February 28, 2024** – Last day to download or print your course records and certificates of completion.
- **Beginning February 29, 2024,** your Gale Courses account will no longer be accessible.

Key Dates:

- **Final Session:** January 2024
  - **Last Day to Enroll:** January 16, 2024
  - Start Date: January 17, 2024
  - **Verification Deadline** (automatic drop if lessons 1 & 2 are not complete)**:** January 30, 2024
  - **Final Released:** February 23, 2024
  - **Final Due** (and last date of access for enrollees in January courses)**:** March 8, 2024

Recommended Actions:

- Enroll in any remaining courses you're interested in by January 16, 2024. Complete lessons 1& 2 by January 30, failure to do so will result in an automatic drop from the course.
  - Upon completion of any January session courses, print and/or save your course record and certificate immediately.
- Download or print any course records as soon as possible before February 29, 2024.

FAQ: Frequently Asked Questions

How can I save my course data?

1. Before February 29, 2024, log in at _https://education.gale.com/l-arrowhead/_.
2. Click "My Classroom" in the upper left of the blue menu at the top of the page.
3. Navigate to the bottom of the left sidebar to "Previous Courses".
   - "Report" button will display grades from any quizzes, tests, or other coursework.
   - "Certificate" will only appear if you completed the optional final exam and achieved a qualifying grade.
4. To save a Report click "Report" and do at least of of the following:
   - Print the page (go to "File", "Print"
   - Save a PDF of the page
     - MS Windows: go to "File", "Print", then where the name of the printer is displayed select "Save to PDF"
     - Apple: go to "File, "Print", then at the bottom of the new window click the down-arrow by "PDF", select "Save as PDF". If using Chrome or another browser you may need to click "More Settings", "Print Using System Dialogue" in the print window before seeing the PDF options
   - Highlight the text you want to save. Click "Edit", then click "Copy". Open a new document (perhaps in Microsoft Word or Google Docs". In the new document click "Edit", then click "Paste". Be sure to save
5. To save a Certificate, click the "Certificate" button and a download of the certificate PDF should begin. If any prompts are given, follow them.

Will I lose access to my course completion certificates after February 29, 2024?

Yes. Anyone not enrolled in the January session will lose access to their Gale Courses account and the materials within. Anyone enrolled in the January session will be able to sign in for the duration of the course to complete it–that is until March 8.

If my library decides to purchase Gale Courses on its own, will I need a new account?

Yes. If your library brings Gale Courses back, you will need a new Gale Courses account. It cannot be merged with any previous Gale accounts.

Does the library offer anything similar to Gale Courses?

- LinkedIn Learning – Video Tutorials to improve business, technology, and professional creative skills
- MasterClass – Learn from the Best! Each class features about 20 video lessons, at an average of 10 minutes per lesson. *Available while supplies last.*
- Transparent Language & KidSpeak – Learn 120+ languages
- LearningExpress Library – GED, SAT, ACT, Civil Service and ASVAB
- Other offerings vary by library. Contact your library for more details.

Who can I contact with questions?

Please contact your local library with questions. Contact information for all our public library members can be found on the contacts page of our website.

Prairie Lakes Library System - Librarian Advisory Committee
System Director Report for January 2024 Advisory Committee Meeting

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Greetings, here is my report for the January 2024 Advisory Committee meeting.

System Board Update:

- The PLLS Board met on December 27th. The following business was conducted during this meeting:

  - 2024 resource library contracts were signed;
  - A delivery service renovation timeline was presented;
  - A meeting schedule for 2024 was approved with modifications.

- The Board will meet next on February 24th at 6:30 pm, at the Waterford Office. Anticipated business includes approval of a slate of officer candidates and approval of a library system annual report.

Strategic Planning Update:

- The theming team met on December 21st for a data webinar with WiLS to review all the data gathered throughout the process. Members were asked to complete an individual review and WiLS supplied a worksheet.

- The theming team will meet in person @ Milton PL on January 17th to develop a strategic plan framework. WiLS will then use the framework to write a draft strategic plan for review.

Library Annual Report Info Sessions:

- Three different sessions are being planned to assist you in completing your annual reports covering the 2023 calendar year. The first two sessions (A and B) will focus on changes to the report since last year, reiterate data values that have county funding ramifications, and Q&A time. The final session, (C) will be more of a nose-to tail walk-through with new library directors in mind.

- Dates and times:

  - [Session A - Wednesday, January 31, 2024 @ 10:00 AM.](#)
  - [Session B - Thursday, February 1, 2024 @ 1:30 PM.](#)
  - [Session C - Friday, February 2, 2024 @ 10:00 AM.](#)

- You can click on any of the events above to add them to your google calendar.

Youth Services Program Update

- We are still in a holding pattern with respect to YS staffing until a strategic plan is completed.

- Jen Puccini is putting the finishing touches on the Story Wagon schedule for 2024 and will remain on-retainer until a staffing decision is made.

- We have collected some in-depth feedback from Angela Meyers @ Bridges library system regarding her position's responsibilities, roles, work flows, and workload.

Library Legislative Day:

- 2024 Library Legislative Day will be held on Tuesday, February 6, 2024 at and around the Wisconsin State Capitol in Madison.

- The event will begin at the Best Western Premier Park Hotel with breakfast and networking at 8:00 AM, to be followed by opening remarks and a briefing on WLA's legislative priorities at 9:00 AM.

- Assigned legislative visits occur between 11:00 AM and 3:30 PM.

- You can visit https://www.wisconsinlibraries.org/library-legislative-day to learn more about and register for this important event.

- CONTINUING EDUCATION NOTE: you can claim CE contact hours for attending legislative day briefings and legislative visits.

Next Advisory Committee Meeting:

- Our next meeting is scheduled for February 13, 2024. The meeting is planned for virtual-only.

Respectfully submitted,

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

The division issues certificates to public librarians, per Wis. Stat. sec. 43.09(1). Qualifications for certification are based on education, training, and experience. Certification for public library directors is required in Wisconsin to ensure that the public libraries in the state are administered by highly qualified library personnel. The statutory grade level required of a director depends upon the population of the municipality(s) that established that library.

Certification is good for five years and requires the completion of 100 hours of continuing education, with ten of those hours being technology related, to renewal. As PLLS CE Validator, I sign off on your CE hours completed for renewal. I also keep track of when everyone's certification expires. In 2024, Sara Swanson, Bobbi Sorrentino and Steve Ohs will need to renew their certification.

Upcoming CE events include the Wild Winter Web Conference, Jan 24 & 25. For those of you who are attending Library Legislative Day on Tuesday February 6th, I will count two hours of CE if you attend the morning briefing session. Conferences are a major source of CE hours, please note that grants for CE attendance are available through SEWI Consortium. Grant applications and many more CE opportunities can be found at https://sewilibraries.org/
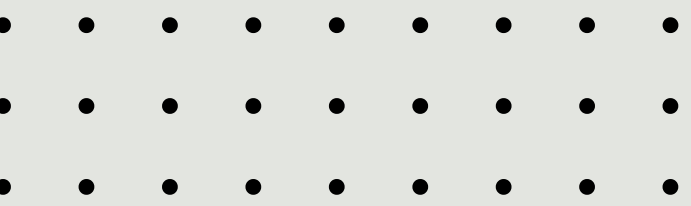
LEARNING OUTCOMES

- Understand and apply elements of effective meetings

- Develop engagement strategies for in-person and virtual meetings

- Create interpersonal connections

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BE AN ACTION FIGURE

Because updates are for e-mail.

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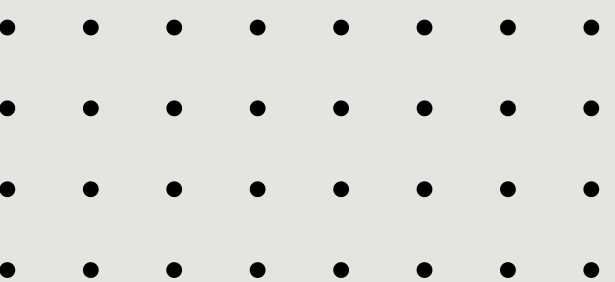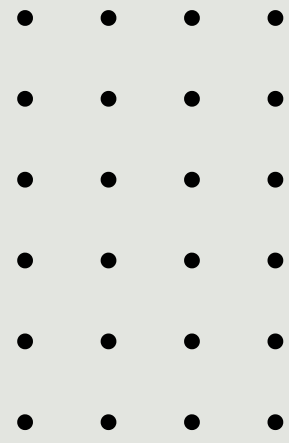
WHAT IS A MEETING?

Key Elements

- Structured, Goal-Driven

- Engagement of participants

- Includes all relevant people

- Facilitation increases with attendance

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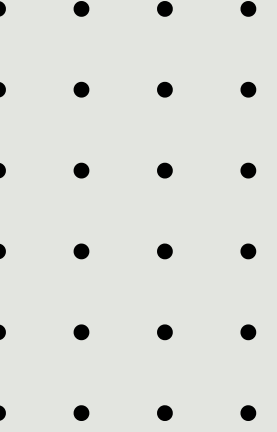
NOT A MEETING

For our purposes today

- Networking, socializing

- Brainstorm, idea-generating

- Working meeting

- Feedback, follow-up

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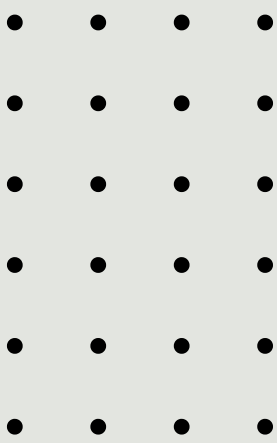
MAYBE A MEETING?

For our purposes today

- Huddle

- Walk & Talk

- 1 : 1

- Performance Reviews

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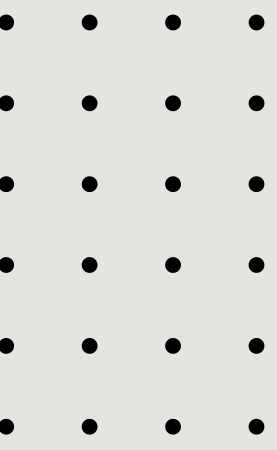
MEETING ELEMENTS

- Structure, goals

- Engagement

- Includes relevant people

- Facilitation increases with attendance

STRUCTURE

Good meetings don't happen by accident.

Rachel Arndt Consulting, 2024

Agenda
- Lead time
- Speakers/Reports
- Goals, actions
- Consent Agenda*

On The Clock
- Timing
- Timer
- Public comment

STRUCTURE

Technology
- Needs
- Tech check
- Personal devices

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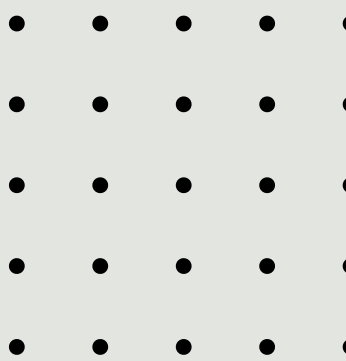
Parking Lot

- Off-agenda items

- Record it

- Keep it visible

- Add context and contributor

- Follow up with intent to act

- **Delete, defer, delegate**

STRUCTURE

Other ways to make meetings better:
- Social time before/after meeting
- Breaks, snacks
- Celebrate trustee milestones!

Connect *outside* of board meeting to inspire action *inside* board meetings
- 1 : 1 meeting
- Drop-in office hours, coffee chats
- Staff meet & greets
- Invite Trustees to library programs & events

ACTION!

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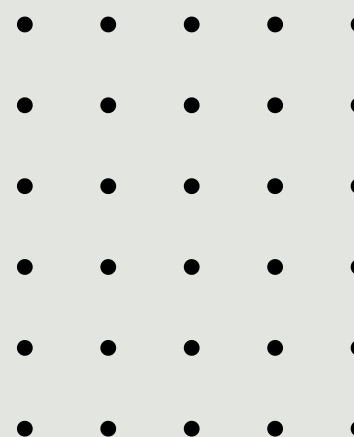
ENGAGEMENT

Silence indicates agreement.
Silence indicates disagreement.

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Accountability
- Reporting responsibilities
- Participation
- Tech etiquette, in-person
  - Put down the phone
- Tech etiquette, virtual
  - Resist multi-tasking
  - Camera on or off?

ENGAGEMENT

Collaboration difficult in virtual settings

- Be a person!

- Check with participants frequently

- Keep agenda on screen

ENGAGEMENT

- Use break out groups

- Prompts in slides/agenda
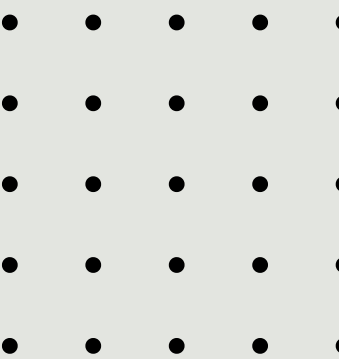
I LOVE MEETINGS THAT_____

Please answer in the chat

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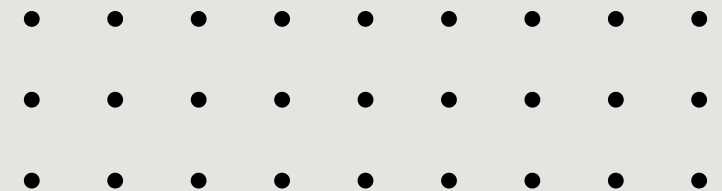
Meetings can include FUN!

- Discussion prompts

- *Where in the world would you go?*

ENGAGEMENT
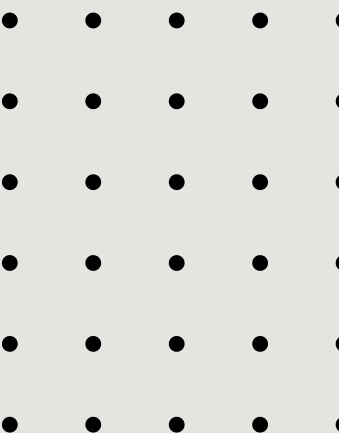
Meetings can include FUN!

- Discussion prompts
- *This or That?*

Art Exhibition
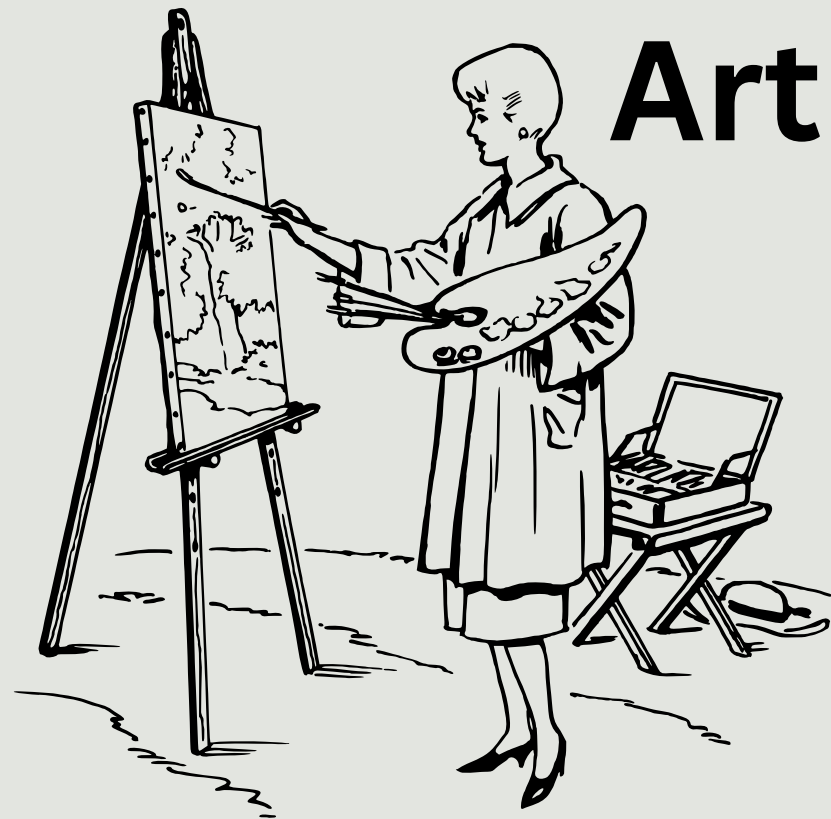
or

Science Fair

ENGAGEMENT
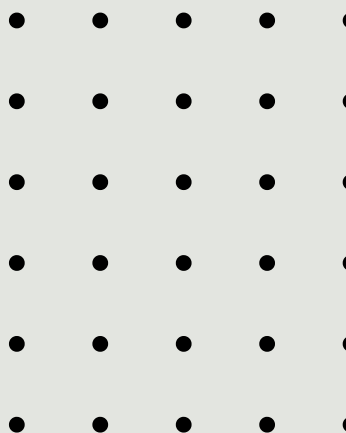
Meetings can include FUN!

- Discussion prompts

- **Celebrations!**
  - Milestones
  - Recognition
  - Person of the Day
  - Front Load

ENGAGEMENT

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Meetings can include FUN!

- Discussion prompts

- Celebrations!

- **Acknowledgement**
  - Thank contributors, host
  - Recognize those who speak up

ENGAGEMENT
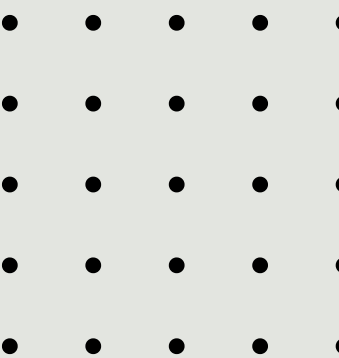
Wrap-up!

- Check for completion

- Check for alignment

- Recognition

- Ask for feedback
  - Roses & Thorns

ENGAGEMENT

EVERYONE IS RELEVANT

All participants have rights & responsibilities

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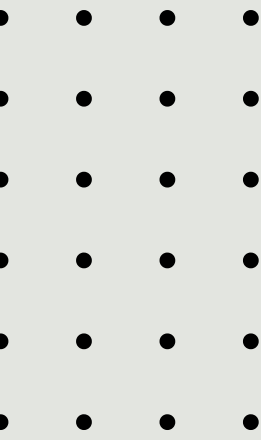
RIGHTS

- Cancel if nothing to report

- Scheduled with advance notice

- Time to prepare

- Opportunity to participate

- Ask questions

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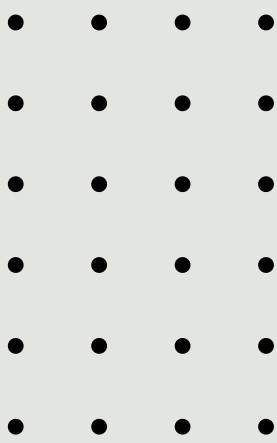
RESPONSIBILITIES

- Attendance

- RSVP, send agenda items

- Preparation

- Participate appropriately

- Good faith questions

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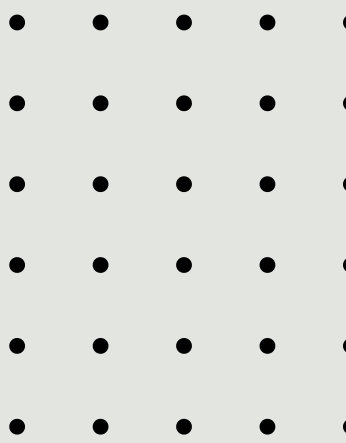
EVERYONE HAS A ROLE

Offer Support

- Prep, set-up, follow-up

- Collect agenda items, disseminate agenda

- Invite others to participate

- Take and share notes
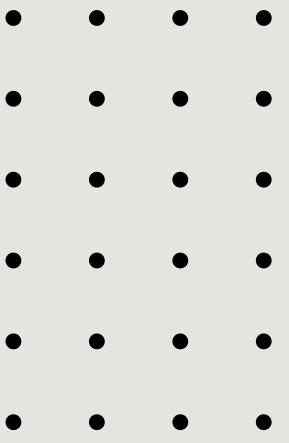
EVERYONE HAS A ROLE

Ask for what you need to be effective

- *Requires bravery*

- Request an agenda, copy of report

- Ask for context, objectives

- Clarity about decisions, roles

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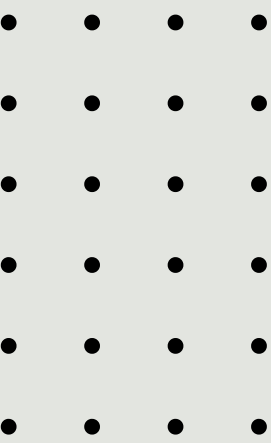
EVERYONE HAS A ROLE

Including Others

- *Optional, requires bravery*

- Invite others into conversation

- Collaborate, support tasks that are assigned

- Keep non-attendees informed

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FACILITATION

facilis: Latin for *easy*

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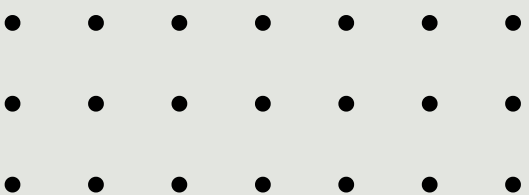
Who is the Leader?

- Chair, Department Head
- Rotating Responsibility

Moderator

- Neutral third party
- Virtual, tech support
- Consider power dynamics

Other roles

- Recorder
- Parliamentarian
- Parking lot attendant
- Visiting Expert

FACILITATION
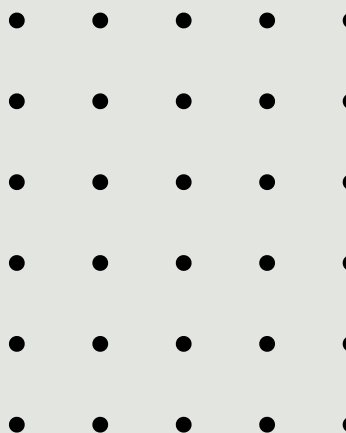
Agenda Elements

- Responsible individuals
- Timing
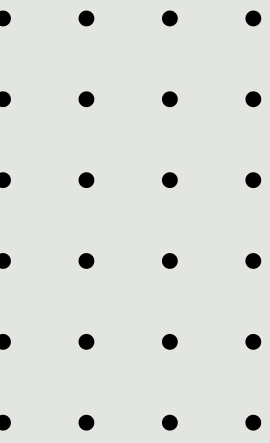- Relevant reports
- Pre-reads
- Note action(s) needed

Consent Agenda

- Groups routine items
- *Assumes* preparation, agreement
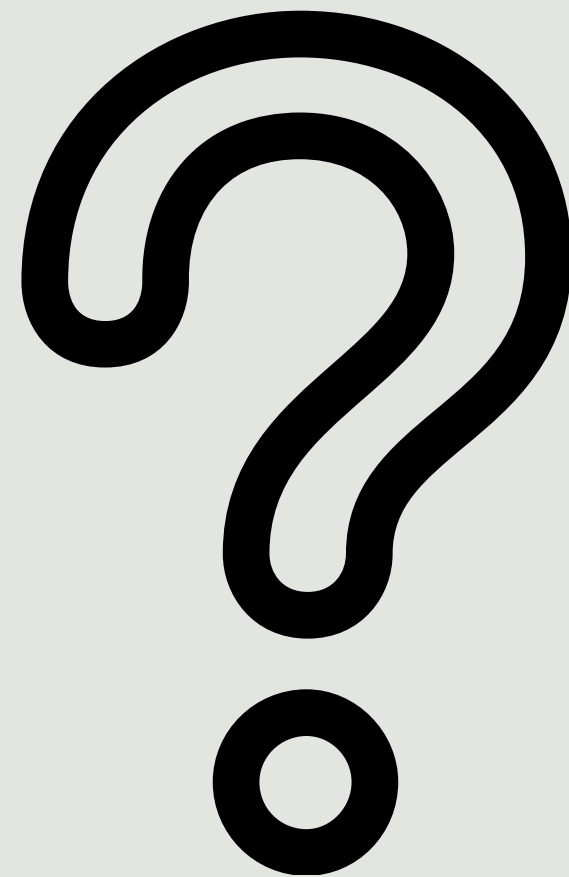- Advances agenda to higher-level topics

FACILITATION
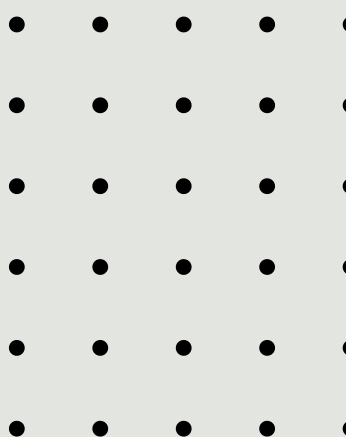
KEY MEETING ELEMENTS

- Structure supports goals

- Engage participants

- <u>Everyone</u> has rights & responsibilities

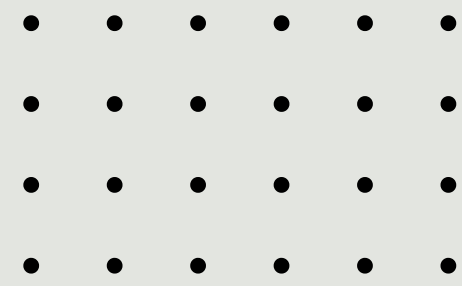- Increase attendance = Increase facilitation

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QUESTIONS

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CONTACT ME

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📍 Milwaukee, WI

RESOURCES

HBR Guide to Making Every Meeting Matter. **2016.** Harvard Business School Publishing Corporation.

Bhargava, Rohit. *Non Obvious Guide to Working Remotely.* 2021. Ideapress Publishing.

Laborie, Kassy and Tom Stone. *Interact and Engage! 50+ Activities for Virtual Training, Meetings, and Webinars.* 2015. ASTD DBA the Association for Talent Development.

RESOURCES

Board Source Non-profit board research, leadership and support
https://boardsource.org/

Boardable Board resources to increase engagement
https://boardable.com/resources/run-a-board-meeting/

Boards That Lead by Ram Charan, Dennis Carey, and Michael Useem. 2014. Harvard Business School Publishing Corporation.

THANK YOU!

BOARD SHORTS

Not the surfer kind!

Rachel Arndt Consulting, 2024

BOARD SHORTS

Effective for:

- Strategic discussions
- Early input on new ideas
- Introducing community partners
- Under the radar programs or services
- Highlight success of board-approved projects

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BOARD SHORTS

Key Elements

- 1 or 2 page **pre-read**
- *High-level* overview
- 2 - 5 min presentation at meeting
- 10 - 15 minute trustee discussion
  - *No staff rebuttals*

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BOARD SHORTS

Benefits

- Creates space for discussion and questions

- Allows in-house staff experts to emerge

- Creates board/staff connections

- Suggests actions to consider

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Continuing Education for Boards

- Occasional agenda item

- Special presentation

- Presented by an expert

- Provide deep dive on a topic

- Results in greater understanding of topic

ON RAMPS

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