Engagement Committee
Agenda
Wednesday, June 14, 2023 at 2 PM

Zoom, registration link: https://prairiecat-org.zoom.us/meeting/register/tZUpf-2vpj4pGNJ5p8rEYWjCU6-YvB0jCv3k

I.   Welcome and introductions

II.   Review charge of Engagement Committee
   a. Charge: The Engagement Committee works to actively engage members at all levels, to create connections and advance the organization through activities like PrairieCat's annual conference PUG Day, peer networking opportunities, and more.

   b. Meeting Frequency: Bi-monthly meetings in even-numbered months. August, October, February, April, June. 2nd Wednesday at 2:00 pm via Zoom.

III.   FY24 Committee Members
   a. New Basecamp

IV.   PUG Day 2023
   a. Program Sessions and Speakers
         i.   Review draft schedule
         ii. Discuss keynote session
   b. Venue and catering
         i.   Day of schedule / layout
         ii. Sponsors
   c. Registration

V.   New Website | Forums
   a. Demo / Feedback

VI.   Other Member Events
   a. Spring Member Update Report, May 2023
   b. Back-to-school event, Sept 2023

Next Meeting: Aug 9, 2023 at 2 pm via Zoom

PrairieCat

Engagement Committee
Minutes
Wednesday, April 12, 2023 at 2 PM

Zoom, registration
link: https://railslibraries.zoom.us/meeting/register/tJ0qfuqqqjwrHdxtk_XgHde0Qs_LqUSkpLBq

I. Welcome and introductions
    Present: Elizabeth Smith (PairieCat), Chelsey Knippel (PrairieCat), Magda Bonny (PrairieCat), Amy Fry (SL), Katelynn Clark (FR), Dana Fine (PR), Kathy Peschang (RD), Melissa Landis (PrairieCat)

    Absent: Karrah Kuykendall (RP), Brianna Rodgers (MX), Victoria Blackmer (CV)

II. Review charge of Engagement Committee
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III. FY23 Committee Members
    Smith (PrairieCat) shared the list of committee members, saying we could still use a couple more volunteers to join the committee. If you know anyone interested, please have them email Elizabeth.smith@prairiecat.org.

IV. PUG Day 2023
    a. Program Sessions and Speakers
        i. RAILS CE Grant
            Smith (PrairieCat) stated the RAILS CE Grant is still open and is a rolling grant. Now that we have confirmed speakers, Smith will apply for the grant to help cover costs.

        ii. Review any Google Program Submissions
            Smith (PrairieCat) said, as of earlier today, we do not have any program submissions. There have been a couple people who have reached out inquiring about topic recommendations so hopefully we will receive some submissions soon.

            Smith reviewed the confirmed speakers for PUG Day 2023. Kate Hall & Kathy Parker will be doing two sessions on Leadership & Management.

Michelle Petersen will also be doing two sessions. We have also confirmed Dr. Pamela Thomas from CMC will be doing a session and will have a booth set up for the day.

Smith has reached out to Desiree Roman-Rodriguez about doing a session on Notary Training and Information. Fry (SL) stated she does not have a notary on staff and would be interested in this topic.

Smith did receive a request about a session related to library service to people in unserved areas. She has reached out to Joe Filapek at RAILS, but will not get his confirmation until the end of April. Fry (SL) ask if he would cover Cards for Kids. Smith replied she has already requested that, if he agrees to a session, he includes information about Cards for Kids. Fry also suggested sessions on Find More Illinois and Explore More Illinois. License plate renewal at the library would also be a good breakout session topic.

Smith said the Committee did decide they would like a keynote speaker for PUG Day this year. One idea would be having Monica Harris, the new RAILS Director speak. Any other suggestions? Fry suggested someone to speak about ED&I. Clark (FR) suggested a breakout session on facilities maintenance. Smith expanded on that idea saying we could have a panel on what you don't know as a manager/director and have facilities maintenance be a piece of that. Fine (PR) thinks this is a great idea, especially gearing the session to the managers and supervisors, not just directors.

Fry also recommended a keynote speaker to discuss first amendment audits and/or book challenges. Fine would like to see a breakout session on the mobile app.

b. Day of schedule
Smith (PrairieCat) went over the draft schedule for PUG Day 2023.

9 AM Registration and Networking (Coffee) – APC Event Center

10 AM Welcome and General Update (15 min) – APC Event Center

10:15 AM – 11 AM Keynote Presentation (30-45 min?) – APC Event Center

11:15 – 12:15 PM Breakout Sessions (60 min)

1. *Kate Hall and Kathy Parker Session 1 – Middle Management*
2. *Dr. Pamela Thomas, Cataloging Maintenance Center – Cataloging*
3. *TBD*

4. TBD

12:15 -1:30 Lunch and Networking APC Event Center (75 min) (Poster Sessions)

1:30 – 2:30 PM Breakout Sessions (60 min)

1. *Kate Hall and Kathy Parker Session 2 – Library Director*
2. *Michelle Petersen - Breakout Session: Not Who But How: Creating A Solution Centered Team*
3. *TBD*
4. *TBD*

2:40 – 3:40 PM Breakout Sessions (30 or 60 min?)

1. *Michelle Petersen - Breakout Session: Delivering On Yes!*
2. *TBD*
3. *TBD*
4. *TBD*

    c. Venue and catering
Smith (PrairieCat) is waiting on the catering menu from the venue. While there is no charge to attend the event, if attendees opt in for lunch, the library will be charged for the lunch. Ideally, we will over a cheaper buffet for all those who opt in along with the presenters and staff.
        iii. Sponsors
Smith (PrairieCat) said we are hoping to have some of our vendors sponsor a few things such as donuts or coffee to help lower PrairieCat's cost.

    d. Color scheme / PUG icon
The Committee agreed on PUG icon #4.

V. Other Member Events
    a. Back-to-school event, Sept 2023
Smith (PrairieCat) stated that last year's Back-to School event for member school libraries was a success and the plan is to host another event this year. She will work with Landis (PrairieCat) on an agenda and date/time.

    b. Spring Member Updates, May 2023
Smith (PrairieCat) is wrapping of the scheduling of the in-person Member Updates. PrairieCat staff will travel to four different member libraries throughout the PrairieCat territory and present the updates. There will also be a fifth session overed via Zoom.

Next Meeting: Jun 14, 2023 at 2 pm via Zoom

Engagement Committee – FY24				
Bi-monthly meetings in even-numbered months. February, April, June, August, October. 2nd Wednesday at 2:00 pm.				
Listserv: engagement@prairiecat.simplelists.com				
Name	Library	Tier	Position	Email
Victoria A. Blackmer	Robert R. Jones PLD (Coal Valley)	Public Tier 3	Director	coalvalleylibrary@gmail.com
Dana Fine	Princeton PL	Public Tier 2	Head of Technical Services	dfine@princetonpl.org
Amy Fry	Silvis PL	Public Tier	Director	afry@silvislibrary.org
Laura Long	East Moline Public Library	Public Tier 2	Director	longl@eastmolinelibrary.org
Karrah Kuykendall	Rock Island PL	Public Tier 1	Reference Librarian	kuykendall.karrah@rigov.org
Brianna Rodgers	Moline PL	Public Tier 1	Adult and Young Adult Services Librarian	brodgers@molinelibrary.org
Katelynn Clark	Fossil Ridge Public Library	Public Tier 2	Adult and Teen Librarian	kclark@fossilridge.org
Kathy Peschang	River Valley District Library	Public Tier 3	Circulation Manager/Assistant Director	kathy@rivervalleylibrary.org
Louise Svehla	**Three Rivers Public Library District**	Public	Adult Services Manager	louises@trpld.org
PrairieCat Staff				
Elizabeth Smith	Staff Lead		Training and Outreach Coordinator	elizabeth.smith@prairiecat.org
Magda Bonny			Cataloging and Database Supervisor	magda.bonny@ prairiecat.org
Chelsey DeSplinter			HR and Administrative Assistant	chelsey.desplinter@ prairiecat.org
Melissa Landis			Library Systems and Data Coordinator	melissa.landis@ prairiecat.org

9 AM Registration and Networking (Coffee) – APC Event Center

10 AM Welcome and General Update (15 min) – APC Event Center

10:15 AM – 11 AM Keynote Presentation (45 min) – APC Event Center – Possible Topics – Materials Challenges / EDI /

11:00 – 11:15 AM – Break (shorten to 10 min?)

11:15 AM – 12:15 PM Breakout Session 1 (60 min)

1. **Developing Your Management Philosophy**
   Kate Hall and Kathy Parker
   Topic: Leadership and Management
   As a leader, you need to know who you are and how you want to be before you can manage staff. Come learn how to determine what your management values are and then craft a management philosophy statement that will set you up for success as a leader.

2. **Going on a Historical Adventure with Illinois Libraries | 30 min**
   Mary Cornell, Cataloging Maintenance Center, Cataloger; Kat Anderberg, Cataloging Maintenance Center, Metadata Cataloger
   Topic: Marketing and Outreach, Technical Services and Collections
   Do you have local history or genealogy items that need to be cataloged and are wondering where to go for assistance? Today, Kat Anderberg and Mary Cornell are sharing how they and their fellow Cataloging Maintenance Center (CMC) catalogers have been helping Illinois libraries cataloging local history and genealogy items, going on a historical adventure with Illinois libraries, -- and how they might help yours, too. At the end of the session, participants will Have an awareness of the services provided by the Cataloging Maintenance Center and more of an understanding of local history and genealogical cataloging.

3. *Serving the Unserved: What your Library Needs to Know About Non-Resident Cards*
   Joe Filapek RAILS and director / circulation manager
   Topic: Customer Service, Other – Library Services
   Offering non-resident library cards is a critical way to offer service to the approximately one million Illinois residents who live in an unserved area of the state. It also offers libraries a way to increase their cardholders and create additional revenue. However, various laws and rules have been established that offer guidance on how the non-resident fee card program must be administered. This session will explore the relevant laws and administrative rules around non-resident services, as well as offering insights into some of the more common questions and scenarios including Cards for Kids, non-resident fee card calculations, and more. At the end of this session, participants will have a better understanding of the laws and administrative rules related to non-resident services; Understand recent legislation around non-resident services including Cards for Kids and the option for boards to waive the non-resident fee for ALL children 18 and under; and Know where to find resources related to non-resident services

4. **Canva Pro for Librarians**
   Emily Porter, Byron Public Library District, Director; Stephanie Nissen, Oregon Public Library District, Director
   Topic: Marketing and Outreach
   In this beginner workshop, we'll guide you through the exciting world of Canva Pro, the ultimate design tool for creating eye-catching graphics, posters, presentations, and more. Say goodbye to generic templates and hello to professional-grade designs that will make your library stand out from the rest. At the end of this session, participants will be able to design a program flier, t-shirt graphic, and an infographic.

5. **Vega Discover – Using the catalog, showcases, and homepages**
   PrairieCat Staff

6. TBD

7. TBD

8. TBD

12:15 -1:30 Lunch and Networking APC Event Center (75 min) (Poster Sessions)

1:30 – 2:30 PM Breakout Session 2 (60 min)

1. **Library Director Jenga**
   Kate Hall and Kathy Parker
   Topic: Leadership and Management
   Running a library is like playing Jenga. You need to work collaboratively to set up a solid base and then carefully move the pieces to ensure everything doesn't come tumbling down. In this interactive session, come play giant Jenga and learn what the building blocks are to being an effective director and how moving them around can lead to success or failure.

2. **Not Who But How: Creating A Solution Centered Team**
   Michelle Petersen | Helen Plum Library, Patron Services Manager
   Topic: Customer Service, Teambuilding
   Using examples from her real-life experiences, Michelle shares some of her life and work philosophy in the context of the different ways staff members work differently and how they can work together to better serve patrons and each other. At the end of this session, participants will be able to recognize the different styles of working, and how to work together as a team.

3. **IMRF Member Services**
   IMRF Member Counselor
   Topic: Other – Employee Benefits

4. **Overview of LTA program at JJC**
   Michelle Roubal
   Topic: Other - Continuing Education

5. **Legal Issues in Libraries**
   KTJ Anne M. Skrodzki
   Topic: Details TBD

6. **Vega LX Starter**
   Innovative Staff

7. TBD

8. TBD

2:30 PM – 2:40 PM - Break

2:40 PM – 3:40 PM Breakout Session 3 (60 min)

1. **Delivering On Yes!**
   Michelle Petersen | Helen Plum Library, Patron Services Manager
   Topic: Customer Service
   A very encouraging and uplifting presentation. Michelle asks every attendee to think about, or remember "Why do I work at a library". She discusses an overview of the library's purpose in the community and the roles of the different departments to successfully serve that community. She gives motivation, ideas, and suggestions to help all departments become a team and work as one. This presentation is an overview of Michelle's patron service philosophy. She will provide some tools and ideas on how to improve service to patrons and each other. At the end of this session, participants will understand the role of libraries within their communities, ideas to use to provide exceptional service to patrons.

2. **Now What? Tips & Tricks for New (or Interim!) Employees |** **Angela Campbell and panel**
   Topic: Leadership and Management
   Calling all managers, directors, interim positions, supervisors, administrators and more - Have you ever found yourself saying, "Now what?" This (usually) rhetorical question may actually have an answer! Come to this panel discussion to ask your "Now what? questions! Participants will learn tips and tricks to some common situations in libraries. They will learn that they are not alone, that there is a whole network of people willing to help them, and that not every situation may have a solution... and that's okay.

3. **IMRF Member Services**
   IMRF Member Counselor
   Topic: Other – Employee Benefits

4. **Vega Promote?**
   Innovative Staff

5. PrairieCat Mobile App
   PrairieCat staff?

6. TBD

7. TBD

8. TBD

Forums on PrairieCat website

The hierarchy is Forum > Topic > Comments

PrairieCat staff can create new Forums.

Logged in members can create new Topics and new Comments.

Feedback: How can this be improved? Refine Forums into narrower categories? What other Forum categories do we want? Should we add additional Topics prior to launch?

Forums Page

PrairieCat

Members   News   Events & Meetings   Services   Training   Resources   About

Quick System Status: ● Sierra   ● Encore   ● eCommerce

Home > Forums

Block Title

- Member Directory
- Membership Information
- Committees & User Groups
- Site Visit Request
- ▸ Member Forums

Forums

Forums are a place where PrairieCat members can discuss topics of interest among themselves. Please feel free to create forum topics for discussions and information sharing.

Forums are intended for peer-to-peer discussions around library service and PrairieCat related topics. Members must be logged in to view and post comments.

Add new Forum topic

Forum	Topics	Posts	Last post
Adult Programming Forum A forum to discussion Adult Programming.	0	0	n/a
School Libraries Forum A forum for our school library members to discuss issues, concerns, and exchange ideas around school libraries.	0	0	n/a
General This forum is reserved for any PrairieCat or Library-related topic you wish to discuss.	0	0	n/a

Forum > Topic – Summer Reading Forum with 2 Topics

PrairieCat

Members   News   Events & Meetings   Services   Training   Resources   About

Quick System Status: ● Sierra   ● Encore   ● eCommerce

Home › Forums › Summer Reading Forum

Summer Reading Forum

Add new Forum topic

Topic	Replies	Last reply ▼
Presenters for children's programs By Member User 1 month 3 weeks ago	0	n/a
Prizes and giveaways By Test.Member 2 months 3 weeks ago	1	By Test.Member 2 months 1 week ago

Help   L2 Calendar   Log out

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Home > › Add Content › Create Forum Topic

Create Forum topic

Subject *

Forums *

- Select a value -   ▼

- Select a value -
Adult Programming Forum
School Libraries Forum
General
IT Discussion Forum
New Director's Forum
Summer Reading Forum
Union List Forum

About text formats ⊘

Save

Forum > Topic > Comment – Logged in Members can comment on Topics

Members   News   Events & Meetings   Services   Training   Resources   About

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Home › Forums › Summer Reading Forum › Prizes And Giveaways

Prizes and giveaways

| View | Edit |

Submitted by Test.Member on Wed, 03/15/2023 - 14:08
Forums
Summer Reading Forum
What types of prizes and giveaways did you use for summer reading? Any tips?

Submitted by Test.Member on Mon, 03/27/2023 - 11:23

Permalink

MPL prizes

We used leftover stickers, bubbles, and free childrens books. Plus we requested coupons and freebies from local businesses. They were very generous.

Add new comment

Subject

Comment *

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