

## SCLS Administrative Council Agenda

Thursday, January 18, 2018  
SCLS Headquarters, Chester Room  
10:00 a. m.

1. Call to Order
  - a. Introduction of guests/visitors
  - b. Changes/Addition to the Agenda
  - c. Requests to address the Council – policy
2. Approval of previous meeting minutes: December 21, 2017
3. Action items:
  - a. Vote for 2018 officers:  
2018 Slate of Officers: M. Navarre-Saaf (MAD) – Chair; T. Herold (DCL) – Vice Chair.
4. Reports of action of committees/workgroups
  - a. Delivery Committee- C. Baumann
  - b. ILS Committee – V. Teal Lovely
  - c. Technology Committee – V. Teal Lovely
  - d. Consultants – M. Ibach
  - e. Library Innovation Subcommittee - M. Ibach
  - f. OverDrive Cost Formula Work Group – M. Van Pelt
5. Items from clusters for initial discussion
6. Other discussion
  - a. 2019 Budget Timeline – M. Van Pelt
  - b. Reminder to register to attend WLA Legislative Day, Tuesday February 20<sup>th</sup>.
  - c. Cost Formula Work Group- recommendation for this year.
  - d. Topics for AC to address this year.
  - e. 2018 All Directors meetings: March (VER); May (POR); July (FCH); November (SUN)
    - i. July ideas Madison museums around Capital Square, PLSR discussion
    - ii. PLSR discussion: Feedback period on recommendations 6/11 – 7/20. All Directors 7/19
    - iii. Other suggestions

### **PLSR Deadlines:**

**Core Recommendation Collaborator (CRC) Application Period** – Using a simple online form, community members can apply to be part of a small team to help craft core recommendations with the Steering Committee and/or to be part of a larger group that will offer feedback. Application period is January 22 – February 9.

**Post-Focus Group Survey** – Directors, staff, and Board members of libraries and systems will be invited to take a survey to learn what different stakeholders think about system services, governance, regional connections, local control, and other topics. Survey will run February 12-26.

**Workgroup Report Feedback Period** – Workgroups will submit their reports to the Steering Committee on April 2 and an open comment period will run through April 23. All community members are encouraged to offer feedback for Steering Committee and CRC consideration.

**Steering Committee Report Feedback Period** – All community members will be able to review the Steering Committee’s working recommendations and offer feedback. The comment period will be June 11 – July 20. This is a critical feedback period and you are encouraged to schedule time, with staff and/or with Boards, to review the recommendations. If invited, Steering Committee members will try to attend meetings to explain the process and recommendations and to learn from community partners. However, please make these requests as soon as possible to increase the possibility of a Steering member being available to attend.

f. Annual Cluster Representative Training & Refresher: M. Van Pelt will review the cluster representative job description and meeting protocols.

7. Meeting evaluation and summary

8. Next meeting: February 15, 2018

9. Adjournment

For more information about the Administrative Council, contact Martha Van Pelt.

*SCLS staff is available to attend cluster meetings to share information and answer questions pertaining to this committee meeting and other departmental projects.*

AC/Agenda/1-2018