PLSR Events Subcommittee Report from March 12, 2018 meeting

Events role going forward
Events will now be focusing on project communications. With RCI developing the in person sessions going forward, they will not advise on those agendas as the Steering Chair and Vice Chair will work with RCI on this.

Communication assignments
When communications are created and shared with the library community, the following are responsible for sending out the communications to these groups:

- SRLAAW - John
- COLAND - Bryan
- LD&L - John
- WISL - Kent

SSCS - Support Staff Conference May 24, 2018 at UW-Baraboo/Sauk County
- A suggestion was made that Steering have a presentation available at this conference.
- Beth will write a proposal to submit for the March 30th deadline requesting a morning session as there will be a Steering Meeting via GoToMeeting that afternoon from 1:00-2:30.
- We are looking for presenters for this.
- There will be a presentation toolkit ready at that time which can be used by the presenters.
  Events can help with refining the slide deck for this if needed.

Presentation toolkits for the remainder of the process
- Virtual toolkit presentations will take the place of Q&As starting on April 24th. These will now be called PLSR Update Sessions.
- The first slide deck will serve as the basis for future toolkits to be updated at 3 key phases of the recommendation development process.
- A toolkit will include the slide deck, an outline for presenting the deck, a Q&A recording of the deck scheduled accordingly for the phase it's covering, and a brochure/infographic if desired for the particular deck. These will be able to be found in the Steering Committee Dropbox folder in the Events/Communication subfolder.
- For these audiences, it is expected you might know how to adapt the toolkit as needed. However, if you need assistance to change the deck to better fit an audience, Events can help.
  - System Boards
  - Library Boards
  - County Boards
  - Everyone else (library staff, patrons)
  - State Elected Officials (depending on what happens politically/the extent to which this project eventually draws attention from lawmakers, there should probably be a message built with this group in mind with input and guidance from LD&L, too)
Information that will always be covered in each version includes:

- Background of PLSR
- Where are we now
- What comes next
- How to stay connected and give feedback

Toolkits will be developed for the following recommendation development phases.

1. Preview of Preliminary Framework Development Process - First presented on April 24th
   - Steering retreat outcomes/highlights
   - Initial summary/overview of feedback received about workgroup recommendations
   - Overview of recommendation development process
   - Where to find information to review before for Preliminary Framework comment period

2. Focus Group & Survey Report - Presented at WAPL by Jeff Russell
   - Jeff’s slide, a recording of his presentation and the full report from the Russells will be included in this toolkit.
   - Summary brochure could be done to include key quotes from the Focus Group/Survey participants to highlight what library directors shared in their responses.

3. Preliminary Framework Release & Community Comment Period - First presented on June 12th
   - How Steering and CRC created preliminary framework
   - Highlights from preliminary framework recommendation
   - Type of feedback needed and how to provide it

4. Final Recommendation Report - first presentation TBD
   - Feedback received on Preliminary Framework
   - Summit highlights
   - How Steering finalized Final Recommendation Report
   - Highlights of the Report,
   - Next Steps of DPI