

**Lakeland Library Cooperative  
Continuing Education Committee  
March 31, 2022, at 1:00 pm (via Zoom)**

<https://us06web.zoom.us/j/85933475737>

**Agenda**

- I. Call to order and roll call of attendees for the minutes (Carol)
- II. Additions or deletions to the agenda (Carol)
- III. Approval of the agenda (Carol)
- IV. Approval of the minutes of September 2021. (attached) (discussion and vote) (Carol)
- V. Committee Leadership (discussion and vote) (Carol)
- VI. Update from the Cooperative Director (Carol)
  1. Budget Update
  2. CE offerings from Michigan Cooperative Directors' Association
    - a) *Zingermans-Customer Service on Zoom- April or May, 2022*
    - b) *DEI to be announce for late fall perhaps.*
- VII. Unfinished Business
  - A. Youth Services Picnic (Erin)
  - B. Digital Scrapbook (Carol)
  - C. Front Line Worker Focus (Alison)
- VIII. New Business
  - A. Creating an Adult Services Group similar to the Youth Service Group
    1. Background (Carol and Erin)
    2. Focus (Alison)
    3. General discussion
  - B. Other program ideas (Carol)
- IX. Next Meeting Date: monthly or bi-monthly (Carol)
- X. Adjournment

**Lakeland Library Cooperative  
Continuing Education Committee  
January 27, 2022  
Unofficial Minutes**

**Call to Order:** 1:00 PM

**Members Present:** Matt Lubbers -Moore (SF), Heather Wood-Gramza (OZ), Kelly Worden (IB), Alison Taylor (OS), Erin Supri (IS), Jackie Roseberry (NF), Kayla Bambrick (OC)

**Absent:** Cierra Bakovka (AW), Zandra Blake (GR), Sarah Rinsema (UM)

**LLC Representatives:** Carol Dawe, Amber McLain

**Approval of Minutes:** Motion by Erin Supri with support by Kelly Worden to approve minutes as presented. Motion approved.

**Approval of Finance Report:** No change, no motion necessary.

**Discussion Items:**

*Fiscal Year and Last Event*

- *Fiscal Year:* Lakeland Fiscal Year runs Oct 1 to Sept 30. Focus currently is to offer programs before end of FY21-22
- *Last event was De-escalation Techniques with Tiffany Russell:* was a two part program on 9/23/21 and 10/4/21

*Survey*

- Survey was sent to Lakeland members of all roles – directors, circulation, adult and youth services, managers, supervisors, paraprofessionals, etc
- Role-specific programs were specifically requested.
- Circulation was the highest reporting department on the survey
- Asynchronous learning was the highest requested, followed by in-person, then hybrid in third
- Timing of events was favored around 1-2 hours in the morning or afternoon
- Quarterly was the highest frequency requested
- Frequently requested subjects include: EDI, difficult patron interactions, programming, conflict management, customer service

*Original Group Purpose*

- CE was originally started as a way for members to get together and discuss what is going on locally and identify and address needs
- Additionally, it was also to provide continuing education programs outside of the larger conferences hosted by larger institutions

*Renewed Purpose*

- Brainstorming session regarding the growth and shifting of focus
- Take-Home in-service day pack (training pack developed by committee) and provided to libraries to put on on their own

- Mini-conferences that cover many topics to allow networking (a “science fair” approach with tables set up with take-home CE topics)
- Events focusing on networking – programming, outreach, etc in the current climate
- Policies – how to write, how to engage with the right people, who should be writing it, how it is applied, policies for new directors
- Discussion regarding how to engage front-line staff
- Discussion regarding how to show appreciation of member libraries
- Training academies through Lakeland

**Next Regular Meeting:** February 24, 2022 @ 1 PM

The meeting adjourned at 2:32 PM.

Respectfully submitted,

Amber McLain

Lakeland Library Cooperative  
 Continuing Education Account  
 Financial Activity for Fiscal Year 2021-22

Date	Workshop	Budget	Total Expenses	Expense Breakdown			Excess Lunch Exp
				Refresh	Presenter	Materials	
10/1/2021	Beginning Balance	\$ 4,500.00	-				
			-				
			-				
			-				
			-				
			-				
			-				
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			-				
			-				
<b>Sub Totals</b>	<b>Ending Balance - CE Only</b>	<b>\$ 4,500.00</b>	-	-	-	-	-
10/1/2021	Beginning Balance	500.00					
11/19/2021	Summer Reading Program		315.00			315.00	
<b>Totals</b>	<b>Ending Balance - CE &amp; YS</b>	<b>\$ 4,685.00</b>	315.00	-	-	315.00	-

(Items in red are not complete as of report date.)