Northeast Ohio Regional Library System

MEMBERSHIP BENEFITS

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CONTINUING EDUCATION

The Northeast Ohio Regional Library System understands the value the library community places on high quality, affordable and easily accessible continuing education. Well-trained staff are critical in carrying out the library mission and the Northeast Ohio Regional Library System is integral in providing the professional development that library staff require. Our goal is to strengthen the library community by providing staff with the necessary tools and resources to assist them in their profession. We know that training needs vary and therefore, we offer a variety of topics, formats, learning and networking opportunities to our regional libraries. We also offer myriad ways to take advantage of our services including face-to-face events, free chat sessions, online webinars and archived webinars. Topics range from soft skills to library-specific training, management topics and more.

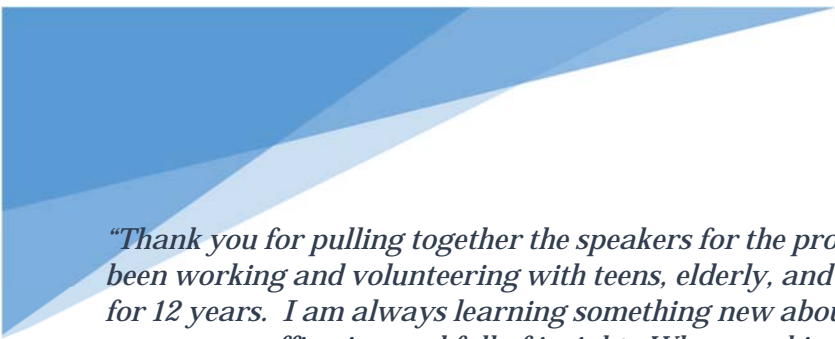Transcripts are available through the website upon completion of programs.

We are constantly seeking feedback in order to provide you with the most current and relevant learning experiences and training. Please feel free to contact us with your suggestions for programs.

Full-Day Programs

Full-day programs are scheduled from 9:30 a.m. – 3:30 p.m. and include lunch. They are centered on a topic or a specific library department. Full-day programs are titled "*A Day for ...*" We have programs such as *A Day for Circ Staff*, *A Day for Technical Services*, *A Day for Page Supervisors*, *A Day for Special Collections*, etc.

There is normally a time set aside during the workshop for sharing challenges and brainstorming solutions.

Full-day programs are free to Gold Members and are priced at different rates for other membership levels.

"Thank you for pulling together the speakers for the program yesterday. I have been working and volunteering with teens, elderly, and persons with special needs for 12 years. I am always learning something new about people and others. The course was affirming and full of insight. When working with people (personal and professional capacities), it takes a certain level of integration of love and knowledge. This class had both and that's why I enjoyed it so much.

Today I contacted an Activity Director at a DD facility who loves her work. She and I are working together to begin a workshop hosted by the library for the local directors to come together twice a year for learning, sharing, and snacks. I proposed a deal with her: you send out the word, help me with the agenda, and I will do the hosting. We will be picking a date in June. This is a result of the class. Thank you again," - ***Rhonda Johnston, Reed Memorial Library***

Half-Day Programs

Half-day programs often make it easier for staff to leave the library. These programs are scheduled from 9:30 a.m. – 12:30 p.m. and do not include lunch. Our half-day programs include our *Best Practices* series. Recently we have held *Best Practices in Evaluations*, *Best Practices in Motivating Staff*, *Best Practices in Google* and *Best Practices in Weeding.*

Programs provide practical tips and ideas on specific topics and library services in combination with a discussion of barriers that prevent best practices and potential ways to overcome barriers.

Half-day programs are free to Gold Members and are priced at different rates for other membership levels.

Online Webinars

Online webinars cover a wide range of topics and are designed for one hour to provide practical information that you can put to use the next hour or the next day. Online webinars are normally scheduled from 10 a.m. – 11 a.m. or 2 p.m. – 3 p.m. Once you have registered for an online webinar you will receive an automated email confirmation. Participants also receive an additional email confirmation and instructions to get into the webinar. Adobe Connect is our webinar platform and instructions are provided at the beginning of each webinar in order to allow people to feel comfortable with the platform. Participants are encouraged to participate in the webinar discussion via the chat window.

Online webinars are currently free to Gold Members. Online webinars will be free to Silver Members beginning July 1, 2017. Bronze and Geographic Members are billed per individual up to 9 participants. 10+ participants are billed at a flat rate.

Archived Webinars

Previously hosted online webinars are archived for your use at any time. They can be accessed directly from the website under Webinars. Archived webinars are listed in alphabetical order. When you register for an archived webinar it is similar to any other event with one exception: within the confirmation for registration there is a link in the first two lines which allows access to the archive. If your email is set up to receive html then it is a live link and you may click on it for access. If your email is not set up to receive html you will need to copy and paste the link into your browser. The only difference between an online webinar and an archived webinar is that you cannot interact with the participants or speakers. However, archived webinars allow you to view the entire discussion that took place as if you were in the live session. You are also able to download the files in the left corner of the screen.

Archived webinars are currently free to Gold Members. Archived webinars will be free to Silver and Bronze Members beginning July 1, 2017. Geographic Members are billed per individual up to 9 participants. 10+ participants are billed at a flat rate.

Emerging Techbits Podcasts

The Emerging Techbits Podcasts enable our members to keep up with the latest trends in technology. The Podcasts help library staff with busy schedules stay informed about the most current and innovative technologies. From wearables to smart things to drones and more, you will learn about the newest gadgets so that you are able to educate and assist patrons and make smart decisions regarding the implementation of new technology in your library.

Emerging Techbits Podcasts are currently free to all Members. Emerging Techbits Podcasts will be available free to Gold, Silver and Bronze Members only beginning July 1, 2017.

Special Events

The Northeast Ohio Regional Library System holds a variety of special events throughout each year in order to highlight programs that appeal to a larger audience or cover an area of broad interest. Generally these events are full-day programs that vary in start and end times and are held at a variety of venues. Special events are priced according to food costs for Gold, Silver and Bronze Members and beginning July 1, 2017 will be priced according to food and venue costs for Geographic members.

Back to the Book

This program is for adult services and other staff that provide readers' advisory. The program focuses on specific genres and gives readers' advisory tips for those genres, features local or semi-local authors, along with best practices in programming or book discussion. The entire program is focused on books.

Directors' Retreat

The two day Directors' Retreat is held annually the week before Memorial Day at Mohican State Park Lodge. The retreat begins with a full day of presentations around a specified topic with a lunch break and dinner. The evening consists of a Guided Discussion based on questions submitted ahead of time by participants and ideas that arise from the day's presentations. The following half-day session includes one presentation and discussion culminating in an action plan that can be put into place upon return to work. Focused topics have included Board Basics and What Every Library Director Needs to Know.
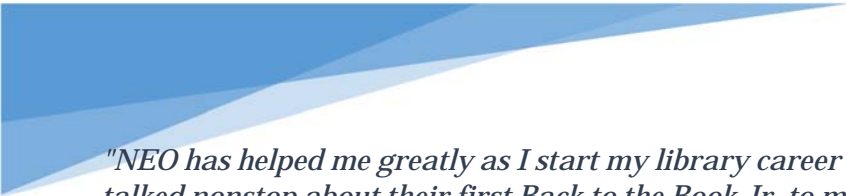
Showcase

The Northeast Ohio Regional Library System's Showcase is scheduled annually and incorporates a topic that is of interest to all libraries. The event is held in the spring and is a great networking opportunity for colleagues from multi-type libraries. The program includes lunch and ends at 3 p.m. Some of our past speakers have included: Cheryl Gould, Jamie LaRue, Maureen Sullivan, George Needham and Joan Frye Williams.

Staff Day

Staff Day is for libraries that do not have the time, funds or staffing to plan their own staff days or simply want to take advantage of the opportunities available at the larger NEO-RLS Staff Day. This event is held at Kent State University. The format is similar to a mini-conference with a keynote speaker and a choice of 16 breakout sessions along with networking groups for those in like positions. Staff Day is held every year on Columbus Day. At any time during the year you may contact the Education and Events Coordinator to express your interest in sending staff to the event. An announcement is sent to directors at the beginning of February to measure interest and secure commitments from libraries. Topics have included Readers' Advisory for All, Safety and Security, Working with those with Mental Illness, Retirement, and Wellness.

YOUTH SERVICES

Library youth services staff serve the largest population of the community spanning birth through the age of 18. Therefore, we value our ability to offer high quality youth services continuing education, networking and learning opportunities to our regional libraries. Our goal is to strengthen our library community and give youth services staff the necessary tools and resources to assist them in their profession. We offer many different ways to take advantage of our services from face-to-face events, free chat sessions, participation on advisory groups and online webinars. Topics range from early literacy, summer reading, story time training, afterschool behavior, emerging technology, outreach, community partnerships, to teen services and more. Libraries understand the importance of offering services to the very young up through high school and so do we. We look forward to continuing to offer support, mentorship and relevant educational opportunities for youth services staff.

*"NEO has helped me greatly as I start my library career in the teen department. I've talked nonstop about their first Back to the Book Jr. to my fellow staff members for the past year. And I can't tell you how much the chats and other webinars have helped me with ideas! NEO has been a wonderful asset to me, the Conneaut Public Library, and the teens I serve!"—**Amanda Latva, Young Adult Coordinator, INFOhio Coach, Conneaut Public Library***

Youth Services Special Events

Youth Services Special Events are generally full-day programs that vary in start and end times and are held at a variety of venues. Special events are priced according to food costs for Gold, Silver and Bronze Members and beginning July 1, 2017 will be priced according to food and venue costs for Geographic members.

Back to the Book, Jr.

Back to the Book Jr. is a new and evolving program geared towards youth services and other staff interested in or involved in serving youth. Featured topics include reader's advisory, children's books, collection development and story times.

Summer Reading

Annually we hold three different **Children's Summer Reading** workshops in three different library locations and one **Teen Summer Reading** workshop. Because most libraries plan programs months in advance, we accommodate this by holding workshops in the winter months (December-February). Attendees can expect to leave the workshop with numerous new ideas for summer reading programs that can be implemented at their library during the upcoming summer or beyond. Many ideas can be tweaked and utilized at a later date or across different age groups.

Early Literacy 101

Another popular event is our **Early Literacy 101** workshop. This is a hands-on workshop that helps library staff build a firm foundation in early literacy. Participants discover how brain development impacts the manner in which young children learn and also explore effective, research-based early literacy resources and activities. Staff who are new to children's services,

outreach staff or any library worker who simply wants a refresher course in early literacy will benefit from this full day workshop.
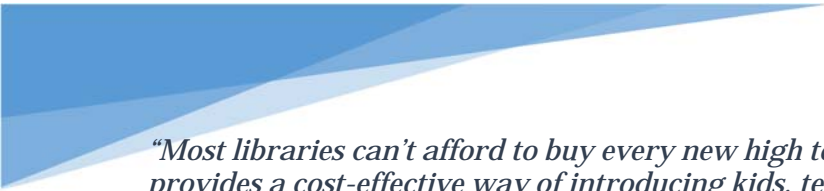
EMERGING TECH LAB

The Northeast Ohio Regional Library System's Emerging Tech Lab brings the latest emerging tech gadgets directly to your library. From coding robots to e-health technology to virtual reality, the e-Tech Lab allows your staff and community to try out the newest trends before investing staff and financial resources. The Emerging Tech Lab is available to all of the libraries in the region. Gold Members are billed $150 per hour for one presenter; Silver Members are billed $175 per hour for one presenter; Bronze Members are billed $200 per hour for one presenter and Geographic Members are billed $300 per hour for one presenter. For large groups a second presenter may be necessary and libraries will be billed an additional fee or given the option of providing a staff member to assist.

E-Tech Lab presentations are generally one hour in length and include hands-on demonstrations. The e-Tech Lab can be specially configured for presentations to children, teens and adults. The e-Health Tech Lab is specifically geared toward emerging tech focused on health maintenance and the Drone Tech Lab features an assortment of drones. The e-Tech Lab can also be easily customized to fit your library's needs and interests.

EXPLORE THE POSSIBILITIES
- Learn simple ways to develop your library makerspace quickly and inexpensively
- Find opportunities for including and circulating the newest emerging tech for your patrons
- Discover easy and effective ways to implement STEM/STEAM-focused programs or projects in your Youth Services department or classroom
- Become the center of technology innovation and learning while spending judiciously

*"Most libraries can't afford to buy every new high tech gadget, but this program provides a cost-effective way of introducing kids, teens, and adults to the latest trends in technology. …For example, one of our librarians was considering buying LEGO Fusion for an after school program, but observed that kids and teens showed no interest. She spent her money on Snap Circuits, which were very popular with both age groups. We'll bring the Tech Lab in again when they've added new devices!" – **Josephine Nolfi, Manager of Youth Services and Programming, The Public Library of Youngstown and Mahoning County**

EXPLORE THE BENEFITS

- Staff and patrons gain excitement and comfort through guided hands-on interactions and information about the newest technology trends
- Save money by trying out what emerging technology works best for your library before purchasing
- Save money through vendor discounts negotiated by the Northeast Ohio Regional Library System
- Utilize materials provided by us to develop effective lesson plans that support STEM/STEAM

"I just had to tell you that one of the moms emailed me today to tell me her daughter told her that she thought today's class was the best class she's ever experienced. Pretty awesome praise coming from a kid who has been to a ton of classes all over NE Ohio put on by all kinds of awesome organizations!" - **Sarah Vargo, Children's Librarian, Willoughby Library**

Emerging Tech Symposium

The Emerging Tech Symposium is an all-day event that provides attendees with an interactive education on the newest technologies available. Morning workshops have included step-by-step training on how to create your own augmented reality treasure hunt, how to develop a personalized training method to get your staff and community excited, and how to map out a practical and cost-effective makerspace. The Symposium also gives attendees the chance to try out dozens of emerging tech products currently on the market. From smart devices and drones to e-health devices, coding gadgets and robots, attendees are able to interact with and discover first-hand what tech will work best for their library makerspaces and programs.

The Northeast Ohio Regional Library System recognizes the importance of providing key services to our members, thus helping maximize use of your time and financial resources. Our Gold, Silver and Bronze Members are able to take advantage of significant cost-savings on all services including consulting, the e-Tech Lab and resource-sharing. Geographic Members enjoy many of the same services at additional cost.

Consulting

The staff of the Northeast Ohio Regional Library System provides a full range of library-specific consulting services. Effective July 1, 2017 Gold Members will receive **4 hours of free** consulting during the fiscal year with additional hours billed at $100 per hour. Silver Members are billed at $125 per hour, Bronze Members are billed at $150 per hour and Geographic Members are billed at $200 per hour effective July 1, 2017.

We provide consulting for large projects:
- Strategic Planning using the Balanced Scorecard process
- Director Search
- Fiscal Officer Search
- Board Development
- Staff Day Planning
- Event Planning

We also provide consulting for smaller projects:
- Grant Review
- Fiscal Officer Training
- Staff Presentations on specific topics
- Assistance with Staff Day Planning
- Customized consulting tailored to meet your needs

Let us bring our proven, library-specific expertise to your next project. Contact betsy.lantz@neo-rls.org about your consulting needs.

*"We have used the services of NEO-RLS three times for Strategic Planning Facilitation. We have been very pleased with the professionalism and work ethic that the NEO-RLS staff provides to us. Our Board of Trustees is especially pleased with the work that moves along and allows them to focus on the goals of the library and not the process of getting to that end. I would highly recommend NEO-RLS for your Strategic Planning Facilitation. "- **Jim Wilkins, Director/Fiscal Officer, Warren-Trumbull County Public Library**

Ellison Dies Exchange

For many years, we have hosted an Ellison Die Cut Exchange through which libraries who agree to loan their dies can also borrow, allowing participating libraries to expand their design collection while saving money and storage space. We are always updating our list of participating libraries. If you would like to participate, please contact us. You will then be able to go our website to find the perfect design, contact the owning library, and arrange to borrow it. **This service is available to all of the libraries in our region free of charge.**

NEODocs (Document Sharing)

Why reinvent the wheel? NEODocs provides libraries in the region with a ready-made resource containing a wide variety of policies, guidelines and documents. From Dress Code policies to Evaluation Forms to a myriad of Job Descriptions, NEODocs offers guidance in formulating new policies or in revising long-standing documents. **NEODocs is built through the participation of our Gold, Silver and Bronze Members. Effective July 1, 2017 NEODocs will be available to Gold, Silver and Bronze Members only.**

Video Game Circuit

To help the region's libraries adapt their collection development to meet the needs of an ever-changing materials market, we developed a Video Game Circuit. Each subscription includes one bin of approximately 20 games that is refreshed every 3 months for a total of 4 different bins per year. Each bin contains a mix of titles, with ratings ranging from E for Everyone to M for Mature. Circulation of titles within the kit is at the discretion of individual libraries. We have collections for a variety of current gaming consoles and platforms including WiiU and PS4 games. Use our program to start your own video game collection or to augment your current collection without having to purchase games and store them in-house. **Pricing varies depending upon Membership level.**

Book Discussion Circuit

Whether your library currently has a book discussion group or you are thinking about starting one for the first time, let the Northeast Ohio Regional Library System Book Discussion Program help. When you subscribe to our book discussion program, you will receive twelve book sets per year. You may also subscribe to more than one set if you have multiple book discussion groups. After you subscribe, you will have the ability to select and reserve titles on our website. We have over 200 titles to choose from with a mix of fiction, non-fiction, biographies, historical fiction and bestsellers. Titles and brief descriptions are included on the website. Each set includes 12 books and 10-20 new titles are selected annually for purchase by a group of representatives from the libraries that subscribe to this service. Additionally, many of our books come with discussion questions and background information. Use our program to start your own book discussion group, measure interest in starting a group in your community, or supplement your collection due to growing attendance without having to purchase multiple copies of titles and store them in-house. **Pricing varies depending upon Membership level.**

Group Vendor Discounts

The Northeast Ohio Regional Library System represents hundreds of libraries in our region and is therefore able to negotiate discounts with regional and national library vendors. We are always looking for innovative ways to leverage our relationships for the benefit of our member libraries. For a complete list of the discounts available, please refer to our website. If you have questions about group discounts or proposals for new partners, please contact us. We are constantly working to provide you with cost-savings through group discounts.

Group vendor discounts are currently available to all Members. **Effective July 1, 2017 Group Vendor Discounts will be available to Gold, Silver and Bronze Member libraries only.**

E-Rate Filing

The Universal Service Schools and Libraries Program, commonly referred to as E-rate, helps ensure that schools and libraries can obtain high-speed Internet access and telecommunications at affordable rates by providing reimbursements (called discounts) for eligible services. The level of discount ranges from 20% to 90% and is calculated based on the percentage of students eligible for the USDA's National School Lunch Program (NSLP). The application process includes at least four forms and various deadlines. There have been comprehensive changes to the program in the last two years, including heightened rules and regulations.

The Northeast Ohio Regional Library System will partner with your library to manage and monitor the application process for you. We are currently able to provide this service to our Gold, Silver and Bronze Members for Category 1 applications. Once you have received your

reimbursements, NEO will invoice you for 20% of the reimbursement amount or $500, whichever is greater.

Ohio Family Search

The *Ohio Family Search* Obituary Index offers access to hundreds of pieces of family history and unique information. The project began in 1998 by the MOLO Regional Library System on behalf of the Massillon Public Library. Dedicated staff and volunteers have undertaken the extensive task of indexing the obituaries from local papers in their genealogical collections. Contributing libraries include Claymont Public Library, Coshocton Public Library, Holmes County District Library, Loudonville Public Library and Massillon Public Library. The Northeast Ohio Regional Library System assumes the cost of the domain name in order to make this Index available free to the libraries in our region.

Career Resources and Job Postings

If you are looking for a new staff member or for an open position, the Northeast Ohio Regional Library System can help. We have a number of current resources devoted to career development that may be used in our office. In addition, we offer resume review and interview preparation services with a Certified Career Development Facilitator. Annually we hold a Career Day geared to SLIS students, those transitioning into libraries and those looking to advance within the profession.

The Job Postings area of the website is an easy way to post a position and recruit locally, regionally, and state-wide. Contact rachelle.perry@neo-rls.org to post current job openings.

The Northeast Ohio Regional Library System offers multiple opportunities for connecting with colleagues from multi-type libraries and from throughout the region. Whether you are new to libraries or a seasoned professional, the ability to share and promote ideas and learn from each other is energizing, informative and essential to success.

CHATS

Chats are one-hour informal discussions open to anyone working in libraries within our region. **Chats are free regardless of membership level.**

Emerging Tech Chats

The Emerging Tech Chat is a convenient, online, one-hour meeting with other area library staff to discuss challenges, successes, programming ideas and more on all things related to emerging tech. Gain insight into innovative ways libraries are including and using emerging tech. Share policies and procedures on how to safely and efficiently implement new tech gadgets. Discover ways to get staff and community excited about tech trends, products and much more. The chats will be interactive so that staff all over Northeast Ohio will be able to share, network and collaborate.

Contact holly.klingler@neo-rls.org if you would like to join the chat.

Training Chats

Twice a year we offer chats specifically for staff that conduct training. The purpose of these chats is to encourage the exchange of training topics, to share experiences, challenges and solutions to issues that affect trainers in the library, whether you train staff or patrons. The chats can be especially helpful to those new to library training while still benefiting seasoned staff members. Chats use the Adobe Connect platform. You do not have to download any software to use Adobe Connect. However, if it is your first time signing into the room, we have instructions to help you test your speakers so you can hear the facilitator. Before the chat, registered participants are given the link to sign into the chat room as a guest. Upon entering, they will see names of other attendees and a place to type in the chat box.

Contact lattanzm@neo-rls.org if you would like to join the chat.

Youth Services Chats

Several times a year we offer chats specifically for youth services staff. The purpose of these chats is to encourage the exchange of program ideas, share experiences, challenges and solutions to issues that affect youth services staff. The chats can be especially helpful to those new to youth services while still benefiting seasoned staff members. Chats use the Adobe Connect platform. You do not have to download any software to use Adobe Connect. However, if it is your first time signing into the room, we have instructions to help you test your speakers so you can hear the facilitator. Before the chat, registered participants are given the link to sign into the chat room as a guest. Upon entering, they will see names of other attendees and a place to type in the chat box.

Contact rachelle.perry@neo-rls.org if you would like to join the chat.

NETWORKS

Networks are informal discussion groups that meet quarterly at our office or at a variety of libraries in our region to discuss the challenges, ideas, and strategies around a specific topic of interest. Networks are managed by the interested individuals. Meeting topics are determined by the group members and include invited speakers as determined by the group. Networks are a wonderful opportunity to share ideas and resources, to explore trends and challenges and to meet colleagues in the region. **Everyone in our region is welcome regardless of membership level.**

Fiscal Officers

The Fiscal Officers' Network meets quarterly to discuss items of interest and share resources. Roundtable discussions are the primary format.   The group is open to all library fiscal officers and deputy fiscal officers (or equivalent positions) in our geographic region regardless of membership. The meetings are typically four hours long and include lunch.

To receive further information about this group's activities, please send a request to deb.blair@neo-rls.org.

Human Resources

The Human Resources Network meets quarterly to discuss items of interest, share resources and collaborate. Roundtable discussions are the primary format but sometimes include speakers. The group is open to all library staff that have HR functions in our geographic region regardless of membership.

To receive further information about this group's activities, please send a request to deb.blair@neo-rls.org.

New to Libraries

The New to Libraries Network is open to anyone new to libraries. The network meets periodically throughout the year to provide networking and professional development opportunities for SLIS students, library staff and those transitioning into library work. The Northeast Ohio Regional Library System provides programming support to the network and hosts meetings at its office but the group is completely independent.

To receive further information about this group's activities, please send a request to Mandi Goodsett, Performing Arts & Humanities Librarian, Cleveland State University, a.goodsett@csuohio.edu.

Readers' Advisory Network

The Readers' Advisory Network is open to adult services and other staff that provide readers' advisory to patrons. The network meets twice a year to discuss specific genres, training of staff, ideas for book discussion and tools to utilize for readers' advisory. Meetings are held at a variety

of libraries so that participants have an opportunity to see different collections and displays. A portion of the meeting is devoted to a discussion of challenges and successes.

To receive further information about this group's activities, please send a request to lattanzm@neo-rls.org.

FORTHCOMING NETWORKS

Based upon interest and requests we will be developing the following new Networks. Please contact betsy.lantz@neo-rls.org if you are interested in one or more of these Networks or would like to make additional suggestions for Networks of interest.

Building Construction and Maintenance

Deputy and Assistant Directors

Marketing and PR

Directors

Interested in growing as a leader? The Northeast Ohio Regional Library System offers multiple opportunities for leadership including Board and Board Committee participation and the ability to inform programs and services through involvement on Advisory Groups. Broad participation from members is critically important to ensuring that we are meeting the needs of our region's libraries and assisting in the accomplishment of projects and programs beyond individual capacities and resources.

BOARD OF TRUSTEES

The Northeast Ohio Regional Library System Board of Trustees consists of 15 persons selected from the region's libraries. The term of office on the Board of Trustees is 3 years.

The Board of Trustees comprises the following 15 members when possible:

2 – At-Large members, elected by the voting representatives of the entire membership

1 – Geographic Member representative

1 – Special Library representative

1 – Academic Library representative

1 – School Library representative

9 – Public Library Members, representative of the Zones below, and elected by the voting representatives in that category

Zones are identified by Total Annual Revenue as reported in the most recent State of Ohio Library Statistics.

- o   3 – Members from Zone 1 ($2,500,001 – up)
- o   3 – Members from Zone 2 ($800,001 - $2,500,000)
- o   3 - Members from Zone 3 (Up to $800,000)

No more than one representative per library may serve on the Board at one time.

The Board meets a minimum of 6 times each fiscal year.

Board Election Process

Notice of vacant Board positions are emailed at the beginning of April to the appropriate member representatives. Interested persons must contact the Executive Director at betsy.lantz@neo-rls.org of their interest on or before the last Friday in April.

Voting information is distributed on May 1st to the appropriate membership representatives via MyNEO. Votes must be received by the Northeast Ohio Regional Library System on or before the last business day of May. No write-in candidates will be considered.

Upon completion of the elections, the Nominating Committee of the Board meets and creates a slate of officers for the Vice President and Secretary which is presented to the Board of Trustees. Elections are held at the July Board meeting.

Board Committees

Finance
The Finance Committee serves as a resource to the Executive Director and Fiscal Officer in the areas of financial and budgetary matters. It is the Executive Director and Fiscal Officer's responsibility to monitor the budget and alert the Committee and Board to potential problems. The Committee ensures that the goals of the organization are met through the best possible application of available funds.

The Committee meets a minimum of two times each fiscal year and its membership is open to staff working in any of the region's libraries. Contact betsy.lantz@neo-rls.org if you are interested in serving on the Finance Committee.

Nominating
The Nominating Committee meets after new Board of Trustees members have been elected in order to develop a slate of nominees for the next year. A slate is presented following nominations from the floor at the designated meeting. The election of officers is conducted at the July meeting. Careful attention is given to ensuring representation of all types of libraries.

The Committee meets a minimum of two times each fiscal year and is open to Board of Trustee members only.

Personnel
The primary responsibility of the Personnel Committee is to conduct the annual review of the existing personnel policies and make recommendations for changes, additions, or deletions. These recommendations are brought before the Board for action. Working with the Executive Director, the Committee will review all job descriptions. The Committee also reviews recommendations from the Executive Director regarding salaries, salary ranges, pay rates or benefits for the next fiscal year in conjunction with the Finance Committee.

The Personnel Committee solicits input annually from all Board members concerning the performance of the Executive Director and the Fiscal Officer. Input is then reviewed by the Committee.

The Personnel Committee meets a minimum of two times each fiscal year and is open to Board of Trustee members only.

Policy/Bylaws Committee
The primary responsibility of the Policy/Bylaws Committee is to become familiar with all policies pertaining to the general operation of the Northeast Ohio Regional Library System and review them for their current implementation. Sections may be referred to staff, Board and committees to recommend needed changes. As needed, the Executive Director will inform the Committee of areas that should be addressed so a well-developed policy can be established and adopted to deal with identified issues. The Committee reviews and makes changes to the policy manual with input from the staff.

The Policy/Bylaws Committee meets a minimum of one time each fiscal year and its membership is open to staff working in any of the region's libraries. Contact betsy.lantz@neo-rls.org if you are interested in serving on the Policy/Bylaws Committee.

Advisory Groups

Do you have ideas and want to help inform our programs and services? Library staff collaboration and participation is essential not only to our mission, but to the library community as well. Advisory Groups serve as a resource to the staff of the Northeast Ohio Regional Library System, providing member input on topics and projects of relevance in specified areas. Advisory Groups meet two times each fiscal year to assist with program/services development. Advisory Groups are open to all library staff in our Gold, Silver and Bronze Member libraries with one representative on each Group from a Geographic Member library.   Advisory Group members serve for a minimum of a one year with a maximum of two years in a row.

Big Ideas Advisory Group

The regional library system is charged with creating opportunities to accomplish services and programs beyond individual capabilities and resources. The purpose of the Big Ideas Advisory Group is to provide suggestions and feedback from member libraries regarding potential collaborative projects which cannot be undertaken without larger cooperative efforts. The Big Ideas Advisory Group meets twice each year to propose ideas and projects for the following year.

Contact betsy.lantz@neo-rls.org if you are interested in serving on the Big Ideas Advisory Group.

Continuing Education Advisory Group

The purpose of the Continuing Education Advisory Group is to provide input and feedback to assist in the creation of new and relevant continuing education programs, workshops and events. We exist to serve the region's libraries and we value your participation in informing our programming. The Continuing Education Advisory Group meets twice each year, in the fall and spring, to propose ideas for the following year.

Contact lattanzm@neo-rls.org if you are interested in serving on the Continuing Education Advisory Group.

Emerging Tech Advisory Group

The purpose of the Emerging Tech Advisory Group is to provide input and feedback to assist in the creation of new and relevant, emerging tech-focused, continuing education programs, services and events. We exist to serve the region's libraries and we value your participation in informing our programming. The Emerging Tech Advisory Group meets twice each year, in the fall and spring, to propose ideas for the following year.

Contact holly.klingler@neo-rls.org if you are interested in serving on the Emerging Tech Advisory Group.

LEAD

Information Technology Advisory Group

The purpose of the Information Technology Advisory Group is to provide input and feedback to assist in the creation of new and relevant IT training programs, workshops and services. We exist to strengthen the region's libraries and we value your participation in informing our programming and services. The Information Technology Advisory Group meets twice each year, in the fall and spring, to propose ideas for the following year.

Contact holly.klingler@neo-rls.org if you are interested in serving on the Information Technology Advisory Group.

Youth Services Advisory Group

The purpose of the Youth Services Advisory Group is to provide input and feedback to assist in the creation of new and relevant youth services-focused continuing education programs, workshops and services. We exist to serve the region's libraries and we value your participation in informing our programming. The Youth Services Advisory Group meets twice each year, in the fall and spring, to propose ideas for the following year.

Contact rachelle.perry@neo-rls.org if you are interested in serving on the Youth Services Advisory Group.