

Advisory Council of Library Directors  
April 3, 2019  
Approved May 1, 2019

**PLUM CREEK LIBRARY SYSTEM**  
**ADVISORY COUNCIL OF LIBRARY DIRECTORS**  
April 3, 2019

**Time/Place:** The Advisory Council of Library Directors met at the Murray County 4-H Building, April 3, 10:00 a.m.

**Present:**

Janine Bunjer, Lake Benton Public Library  
Joni Dagel, Siverson Public Library (Hendricks)  
Tam Erickson, Jackson County Library  
Calla Jarvie, Rock County Library, (Luverne)  
Mandi Kuehn, Morgan Public Library  
Carol Lehman, Mt. Lake Public Library  
Michele Leininger, Marshall Lyon County Library  
Kari Ourada, Westbrook Public Library  
Myra Palmer, Nobles County Library (Worthington)  
Valerie Quist, Tracy Public Library  
Carla Skjong, Tyler Public Library  
Teri Smith, Redwood Falls Public Library  
Scott Sobocinski, Wabasso Public Library  
Sue Vizecky, Ivanhoe Public Library  
Alicia Vogel, Lamberton Public Library  
Jody Wacker, Meinders Community Library (Pipestone)

**Absent:**

Dawn Aamot, Windom Public Library  
Dena Berghorst, Edgerton Public Library  
Mary Buysse, Minneota Public Library  
Beth Cuperus, Fulda Memorial Library  
Lori Stainer, Slayton Public Library

Jim Trojanowski, Joel Sasse and Rebecca Hudson were PCLS staff members in attendance.

**1. CALL TO ORDER**

Chair Michele Leininger called the meeting of the Advisory Council of Library Directors to order at 10:00 a.m.

**2. ADDITIONS TO THE AGENDA**

M/S T. Erickson/T. Smith to approve the agenda as written. Motion carried

**3. INTRODUCTIONS**

**4. MINUTES**

M/S K. Ourada/A. Vogel to approve the minutes of the March 6, 2019 Advisory Council meeting with the correction that Carol Lehman was present rather than absent. Motion carried.

**5. LIBRARY UPDATES**

**6. POLICY REVIEW**

The following policies were discussed and tabled:

- Patron Registration
- Library Card Renewal
- Fines
- Suspended Borrowing Privileges
- Holds
- Lost & Damaged Items for Interlibrary Loan
- Patron Privacy

It was recommended that the Fines and Suspended Borrowing Privilege policies be combined into one.

**7. REPLACEMENT OF FIREWALLS AND ROUTERS**

Libraries that Plum Creek Library System provides with tech support will need to replace their firewalls and routers and can do so using RLTA funds held by Plum Creek.

**8. IDENTIFICATION REQUIREMENTS FOR PATRONS WITH COLLEGE P-TYPE**

It was decided that this p-type could be eliminated since it is not widely used. A report will be run to determine if there are current patrons with this patron type and eventually it will be removed from Koha.

**9. 2019/2020 BUDGET DISCUSSION**

The preliminary budget for 2019/20 will be reviewed at the April Governing Board meeting and approved in June. With no significant changes anticipated, the increases to libraries will include additional \$25.00 for IT services, 5.5% increase for the ILS and no increase for delivery.

**10. OVERDRIVE FUNDING**

Usage of E-books has grown and it was agreed in an effort to grow the collection that the budget will be increased to 4% of local expenditures on materials for 2020, then reviewed again for next year's budget.

**11. AUTHORITY FILES CLEAN-UP**

It was decided that the need for cleaning up the system's authority files is necessary. Sharing the responsibility for the \$11,000 first year and ongoing costs will be based on each library's materials expenditures in the formula that is used to calculate Overdrive assessments.

**12. LEGACY FUNDS USAGE**

Individual library budgets for ACHF have been scaled back to \$3,500 per building now that the 2018-19 Legacy funds are being spent. In the future, Legacy will be discussed at Advisory Council meetings on a quarterly basis so that ideas for use of ACHF can be shared with the possibility of broadening spending to include other areas besides programming.

**13. Adjourn**

M/S A. Vogel/J. Bunjer to adjourn the meeting at 12:10 p.m.