

Advisory Council of Library Directors
Minutes – Approved June 17, 2015
May 20, 2015

**PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS
May 20, 2015**

TIME & PLACE: The Advisory Council of Library Directors met at the Murray County Courts Building, Slayton, MN on May 20, 2015. Chair Vanessa Hoffman presided.

PRESENT:

Kari Ourada, Westbrook Public Library
Marilyn Daub, Wabasso Public Library
Clint Wolthuizen, Nobles County Library
Shelly Finzen, Lake Benton Public Library
Mary Buysse, Minneota Public Library
Sharyl Larson, Slayton Public Library
Dawn Aamot, Windom Public Library
Carla Skjong, Tyler Public Library
Vanessa Hoffman, Morgan Public Library
Stephanie Hall, Meinders Community Library (Pipestone)
Beth Cuperus, Fulda Memorial Library
Holly Martin-Huffman, Marshall-Lyon County Library
Teri Smith, Redwood Falls Public Library
Valerie Quist, Tracy Public Library
Tam Erickson Jackson County Library
Margie Salentiny, PCLS Outreach

Bob Boese, (Interim Director), Rebecca Hudson and Joel Sasse were PCLS staff in attendance.

ABSENT:

Sue Vizecky, Ivanhoe Public Library
Candi VanMeveren, Lamberton Public Library
Elberta DeJager, Edgerton Public Library
Carol Lehman, Mt. Lake Public Library

1. CALL TO ORDER

Chair Vanessa Hoffman called the meeting of the Advisory Council of Library Directors to order at 9:35 a.m.

2. ADDITIONS TO THE AGENDA

Discussion on “Temporary” and “Out of System/Non-Resident” patrons.
Lorna Landvick Program
Lost/Billed status
Language Learning in libraries

3. MINUTES

The minutes from the April meeting were read and approved with notation of a typo under item 5A.

M/S M. Daub/T. Erickson

There was no further discussion.

Motion carried by unanimous vote

4. REPORTS

4A. Library Directors provided reports of recent activity at their libraries.

4B. PCLS Interim Library Director's Report

1. Hendricks

Boese met with the Hendrick's library board, mayor and city administrator and found that it will be unlikely that they will join the Plum Creek system. They have been given a May 31 deadline to decide. The library building is nice yet there is very little use of it.

2. Bob Boese reported that the Plum Creek Executive Board approved the hiring of Jim Trojanowski for the position of Director. The Personnel Committee interviewed three good candidates and chose Trojanowski, who has been the director of the Northern Waters Library Service for the last ten years. He will officially begin his duties on Monday, July 6. In addition, he will be onsite at the PCLS headquarters June 4 and 5 to meet with staff.

The Legislature adjourned Monday evening and provided no RLBS increase for libraries. In addition, the governor vetoed the education bill meaning that a special session will need to be convened and a compromise reached before July 1 to avoid a shutdown of the Department of Education.

A change in the RLTA funding means that instead of library systems receiving approximately 10% more than the actual telecommunication costs, funds that have in the past been earmarked for the purpose of upgrading equipment, library systems will now have to apply to the State when those funds are needed.

A bonding bill that would allow for library construction has been introduced but put off until the 2016 legislative session. There has also been a small cut in the legacy funding for libraries resulting in an overall 25% cut. PCLS will be receiving \$115,000 for fiscal year 2016-17. Boese reiterated that it is important to plan effective programs using good publicity and planning methods. Funds that are still unspent from 2014 need to be expended by the end of fiscal year 2016.

5. OLD BUSINESS

5A. Zinio

It was decided that 12,000 double sided bookmarks would be ordered from the printer and paid for using e-book purchasing funds at a cost of \$.0439 each and total of \$526.33.

5B. Director Search

5C. Legacy Reporting/Voucher Forms

Rebecca Hudson reviewed the process of reporting on Legacy programs and the proper methods of filling out vouchers. Newly revised forms were distributed as well as a report on Legacy-funded programs that have been held and/or booked to date.

5D. Minnesota Park Passes

5E. Lost and Billed

Shelly Finzen (LB) asked if there would be any objections to her changing the status of long overdue items from other libraries that have been checked out by her patrons to “lost and billed”. There was no objection to her request.

6. NEW BUSINESS

6A. FY 2016 Budget

Boese reported that he is in the process of drawing up the 2016 budget and noted that there will likely be increased costs to libraries in delivery and automation. Without an increase of approximately 25%, either services or staff may need to be cut. He stressed the importance of approaching the county boards this fall for increased funding.

6B. Cypress Resume:

The annual cost of Cypress is \$1,000 per year, with PCLS paying half of the cost and the 13 libraries subscribing to it splitting the remaining \$500 between the buildings. Boese proposed charging those participating libraries the full amount. Discussion followed and it was decided that PCLS should drop the program.

M/S T. Smith/B. Cuperus

There was no further discussion.

Motion carried by unanimous vote

6C. Library Sales Tax Collection

Bob reported that he has not received a definitive answer on proper procedures and regulations for library used book carts. Stephanie Hall (PP) advised that if the group selling and profiting from the ongoing sale does not have 501(c)3 status then they are required to collect sales tax. If a book sale is held for 14 days or less, there is no requirement to collect sales tax. Boese cautioned against libraries collecting the money for the sponsoring group.

6D. Circulation Policy

Clint Wolthuizen (NW) suggested raising the fee for a non-resident card from \$25 to \$50. He reasoned that the cost of replacing two items would not be covered by the lower fee. He suggested perhaps limiting the number of items checked out and Joel Sasse said that this would be possible to customize limitations by library.

The “value of service”, Wolthuizen said, should be considered and he said that he feels that \$50 is a fair amount to charge non-residents for a library card and checkout privileges. The non-resident fee, Boese added, was set up initially before library cards could be used at libraries statewide. Tam Erickson (JJ) brought up the question of reciprocal borrowers from other states, specifically Iowa.

The matter was tabled until the next meeting.

6E. Lorna Landvick

Stephanie Hall asked if any other libraries would be interested in contracting with Lorna Landvick for programming this fall. Since several were interested, Hudson will work at coordinating several programs with Landvick.

6G. Language Learning in Libraries

Teri Smith (RR) asked if there was any interest from other libraries for sharing the cost of this service, offered through Zinio. Holly Martin-Huffman (LM) noted that Marshall uses Mango Language and their users have free access to it by barcode authentication.

7. DISCUSSION ITEMS

7A. Fossils on the Prairie

8. DEMONSTRATION

8A. Zinio

Paul Gillespie of Zinio was on hand to review the changes that have been implemented with Zinio and its user interface. Recent changes have included the following: 1) There is no longer a 2-account system. Users need only to register on the search page to access titles; 2) There is now an “instant checkout” button to click and be taken directly to the magazine; 3) upgrades have eliminated the confusion with the commercial side of Zinio; 4) user may stream the content rather than download it if they choose.

There are also a new set of “apps” for users to access and read their Zinio selections on their mobile device. An additional help section is readily available for users with questions or needing help with the process. Users can also ask to be notified when the latest copy of the magazine becomes available and will be sent an email that contains a link that will take them directly to the magazine.

9. CALENDAR OF EVENTS

May 20, 2015 – Advisory Council

July 16, 2015 – Governing Board Meet/Greet (5:00-6:00 p.m.)

July 16, 2015 – Executive Committee meeting (6:00 p.m.)

9. NEXT MEETING

A. Date: June 17, 2015

B. Location: Murray County Courts Building

C. Time: 9:30 a.m.

10. ADJOURNMENT

Having completed the May 20, 2015 meeting of the Advisory Council of Library Directors, the meeting was declared adjourned by Chair Vanessa Hoffman at 12:36 p.m.

M/S M. Daub/C. Wolthuizen

There was no further discussion.

Motion carried by unanimous vote