

Advisory Council of Library Directors
Minutes – Approved May 20, 2015
April 15, 2015

PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS
April 15, 2015

TIME & PLACE: The Advisory Council of Library Directors met at the Murray County Courts Building, Slayton, MN on April 15, 2015. Chair Vanessa Hoffman presided.

PRESENT:

Kari Ourada, Westbrook Public Library
Marilyn Daub, Wabasso Public Library
Myra Palmer, Nobles County Library
Shelly Finzen, Lake Benton Public Library
Carol Lehman, Mt. Lake Public Library
Margie Salentiny, Outreach (non-voting)
Mary Buysse, Minneota Public Library
Clint Wolthuizen, Rock County Community 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
Sue Vizecky, Ivanhoe Public Library
Paula Nemes, Marshall-Lyon County Library
Margie Salentiny, PCLS Outreach

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

ABSENT:

Valerie Quist, Tracy Public Library
Tam Erickson Jackson County Library
Candi VanMeveren, Lamberton Public Library
Teri Smith, Redwood Falls Public Library
Elberta DeJager, Edgerton Public Library
Holly Martin-Huffman, Marshall-Lyon County Library

1. CALL TO ORDER

Chair Vanessa Hoffman called the meeting of the Advisory Council of Library Directors to order at 9:37 a.m.

2. ADDITIONS TO THE AGENDA

Koha – Joel Sasse Koha presentation.

3. MINUTES

The minutes from the March meeting were read and approved.

M/S K. Ourada/M. Daub

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

Bob Boese reported that he will be seeking approval to sell Plum Creek's old delivery van from the Governing Board. It has been advertised for sale and an offer received.

The chance for increased state funding has improved with a bill supported by Senators Hamilton and Weber in the Senate. In a bill that is being considered, the Senate has allotted additional funds as well as proposed changing the formula used to allocate dollars to libraries. The House hasn't acted on any proposals to date.

Interviews with 3 director candidates will be held on Wednesday, May 6. Boese has agreed to extend his employment through June 30 and will seek Governing Board approval. This would allow for him to continue work on the budget and the Rural Library Basic System Support application.

There is interest from the Hendricks Public Library to join the Plum Creek Library System and Boese is working on costs associated with that as well as other issues involved. He recently met with the city council and received a good reaction regarding the matter.

RLTA Telecommunications:

Most of the PCLS libraries receive 70-80% reimbursement for telecommunication costs through the E-rate and RLTA programs. There has been \$30,000 in additional funds provided that was supposed to be used to pay for equipment updates. PCLS provided new routers to 5 library buildings and in turn billed that to them. Boese will be asking the Governing Board to approve reimbursement of those costs retroactive to July 1, 2012. The remaining money can be used for appropriate costs for upgrading equipment.

The RLBSS appropriation has not changed in 8 years, and he estimates a budget of \$350,000 for this year. Boese explained that the formula used to determine allotments includes population, area and equalization for low tax capacity.

Governing Board packets will be sent out to Advisory Council members and Boese encouraged library directors to take a close look at the agenda and director's report.

The Public Libraries Division of MLA will be holding its "PLD Day" on Tuesday, April 28, in Sartell, Minnesota. Chair Stephanie Hall (Meinders) reported that the cost for MLA members will be \$30 and invited anyone interested in attending to ride along with her on that day.

Boese reviewed the State Department of Education's audit of Plum Creek's LSTA grant used in the Murray County Central/Fulda schools project, noting that, as requested, the funds that former PCLS Director Mark Ranum claimed for mileage costs (\$6590.08), as well as a portion of equipment purchases that were not directly used in the schools will have to be returned to the State.

5. OLD BUSINESS

5A. Zinio

Kari Ourada distributed a report of magazine checkouts noting that at least 20 titles have had 20 checkouts or fewer. She asked for suggestions on possible changes and noted that these need to be done by May 1 when the annual renewal is due. Finzen suggested more advertisement to make patrons aware of the service would be helpful. Plum Creek staff is working on a book mark that would include both Overdrive and Zinio graphics. Some changes to accessing Zinio magazines have been made and this is making it difficult for some users. A representative from Zinio will be asked to attend the May Advisory Council meeting to provide training to librarians.

5B. Duplicate patron records/MLCL

Paula Nemes reported that there are approximately 300 patron records that the library is in the process of examining to determine the correct record. Some have 2 or 3 records each and some have fines attached that may or may not be accurate. Many of these records were made when MLCL was operating on their own system.

5C. Director Search

Director Search Committee member Sharyl Larson reported that 7 applications were received and 3 candidates were invited to interview for the director position. Those individuals include Jim Trojanowski, Rita Ennen and Dan Siebersma. Interviews will be held on May 6.

5D. Legacy Budget FY 2015

Boese advised that when planning program budgets to include ample money for advertising. He has proposed increasing the per-building funding to \$2,500 each. PCLS has been granted \$137,000 per year and 10% for that is taken off the top for statewide programming. Plans are underway using regional legacy fund to compile a book that outlines programs that various regions have had.

5E. Minnesota Park Passes

Details are still being worked out on the State Park passes that the DNR wants to make available to libraries for free checkout. These passes will be for park entry.

6. NEW BUSINESS

6A. RLTA/E-rate Equipment Purchases

J. Sasse reported that several routers are scheduled to be replaced this year and he will be working on that project.

Since the State is now requiring a count of wireless internet use, he is working on a wireless counter that will allow this to be done.

C.Skjong asked Sasse about the large difference in RLTA spending between PCLS and Pioneerland systems. While PCLS claims approximately \$80,000 for telecommunication costs per year, PLS has \$2.5 million budgeted for its expenses. The costs per line in PCLS, Boese said, are among the lowest in the state. The State is in the process of investigating the situation he noted.

6B. Koha

Sasse said that the way the system is set up, after 68 days overdue it charges the patron for the item if still not returned. But that doesn't take the item off of the checkouts for that patron. The only way to do that is to check the item in and recharge the patron for the cost.

He said that he can change the system so that from this point on, the lost item will be taken off of the patron's check list. Stephanie Hall shared the method that she uses which is to change the item status to "lost and billed". This, she said, takes the item off of the checkout list and charges the patron for the lost item. Both Nobles and Pipestone are using this method. The decision as to whether Joel should change the Koha settings at this time for this matter was put on hold until next month.

Sasse reported that the local holds preference is available right now and asked when the Advisory Council would like him to turn the feature on. After discussion a show of hands was taken as to whether he should do so immediately and the majority was in favor of waiting until Sunday night so that staff could be apprised of the new format.

Sasse reminded the librarians that if there have been any improvements to their library's telecom such as fiber optics then they should let him know so that PCLS can upgrade their equipment for faster data speeds. He also noted that he will put any announcements for their programs on the PCLS website if they send him the information

7. Discussion Items

None

8. CALENDAR OF EVENTS

May 20, 2015 – Advisory Council

May TBD 2015 – Executive Committee meeting

June 17, 2015 – Governing Board

9. NEXT MEETING

A. Date: May 20, 2015

B. Location: Murray County Courts Building

C. Time: 9:30 a.m.

10. ADJOURNMENT

Having completed the April 15, 2015 meeting of the Advisory Council of Library Directors, the meeting was declared adjourned by Chair Vanessa Hoffman at 11:28 a.m.