

Advisory Council of Library Directors
January 11, 2023
Approved February 8, 2023

**PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS**

January 11, 2023
Video Conference

Time/Place: The Advisory Council of Library Directors met online on January 11, 2023, at 10:00 a.m.

Present via Zoom:

Dena Berghorst, Edgerton Public Library
Lynn Carpenter, Lake Benton Public Library
Beth Cuperus, Fulda Memorial Library
Carrie Dose, Jackson County Library
Kari Hanson, Windom Public Library
Calla Jarvie, Rock County Library, (Luverne)
Michelle Keithan, Westbrook Public Library
Mandi Kuehn, Morgan Public Library
Connie Lechner, Redwood Falls Public Library
Michele Leininger, Marshall Lyon County Library
Gail Perrizo, Minneota Public Library
Val Quist, Tracy Public Library
Scott Sobocinski, Wabasso Public Library
Beth Sorenson, Nobles County Library (Worthington)
Sue Vizecky, Ivanhoe Public Library
Jody Wacker, Meinders Community Library (Pipestone)

Absent:

Joni Dagel, Siverson Public Library (Hendricks)
Shelly Finzen, Tyler Public Library
Daniel Mick, Mountain Lake Public Library
Lori Stainer, Slayton Public Library
Alicia Vogel, Lamberton Public Library

Elizabeth Hoffman, Barb Kruse, Joel Sasse, and Rebecca Hudson were PCLS staff members in attendance.

1. CALL TO ORDER

The meeting of the Advisory Council of Library Directors was called to order at 10:04 a.m. by Chair Dena Berghorst.

2. ADDITIONS TO THE AGENDA

M/S L. Carpenter/K. Hanson to approve the agenda with the addition of Meeting Schedule. Motion carried.

3. INTRODUCTIONS

The introduction of meeting attendees was held.

4. MINUTES

M/S C. Dose/M. Leininger to approve the minutes of the November 9, 2022, Advisory Council meeting. Motion carried.

5. ROUND ROBIN LIBRARY UPDATES

6. MEETING SCHEDULE

The 2023 meeting schedule was approved with the change that meetings will be held online rather than moving it to the third Wednesday of the month.

7. MINITEX DATA BREACH UPDATE

Minitex had a data breach that affected the Rochester Public Library. Minitex is now implementing use of PINS and passwords for all libraries. For added security, Plum Creek should consider making changes to its PIN requirements to guard against further data breach situations.

8. PCLS HOTSPOT POLICY AND DISTRIBUTION

A new policy on Hotspot use was discussed. It was noted that some of the devices are not used and could be redistributed to libraries that have a greater demand for them. The policy stipulates that the devices may only be used within the continental United States and any charges incurred from connecting outside of the U.S. would be the responsibility of the patron. It was agreed that local holds may be placed on a Hotspot, and patrons must return them to the circulation desk of the loaning library. Several changes to the policy were suggested and the revised policy will be voted on at the February meeting.

9. RLTA PRIORITY 2 APPLICATION

There have been changes made to the former Category 2 and 3 RLTA application, and now both categories are known as "Priority 2". Plum Creek will be eligible to apply for \$104,472.99 and will use the funding for wireless counters, firewall licenses, E-rate consultation, website hosting, Scholastic databases, Hotspot plans and domain names. The fund can be used for other expenditures including the OCLS subscription, digital materials, cybersecurity training, printers and copier purchases, and remote meeting equipment.

The Advisory Council discussed discontinuing three database subscriptions that have low usage including Auto Repair, Legal Information Reference Center, and Consumer Reports.

M/S B. Sorenson/V. Quist to discontinue the three databases. Motion carried.

M/S B. Sorenson/C. Lechner to use the excess funds from those subscriptions for OCLC and digital materials expenses this year. Motion carried.

10. OVERDRIVE AND SORA

Public library Overdrive is available to schools through Sora, a new reading app for students, which allows them to access Overdrive materials without a library card. The group decided not to make this service available to schools in PCLS.

11. MEMBER FEE COMMITTEE UPDATE

The Member Fee committee has met to discuss adjusting how fees are calculated and is looking at options to distribute the percentage assessed for ILS fees.

12. STORYTELLING KITS UPDATE

Storytelling kits are being cataloged with approximately 1/3 completed. Distribution options discussed include creating a floating collection in Koha, where a kit would remain at the library that it is checked out from. Another option is to use Koha's rotating collection option to circulate the kits. Promotional materials that will be developed for the kits will include a master list and other handouts to give to patrons.

13. CHROME BOOKS UPDATE

The Portable Device Loan policy draft and new Chrome Books were discussed. Joel Sasse is in the process of setting the devices up and Marshall, Meinders and Redwood Falls have volunteered to assist in testing them. A user guide will be included with the device, as well as a materials list and replacement cost. Suggested changes will be made to the policy before its adoption.

14. KOHA UPDATES

Koha will be updated on January 21, 2023, at 9:00 p.m. Among other changes with this update, holds will now be updated in real time.

15. ILS COMMITTEE UPDATE

The ILS committee has met and discussed using a “transportation cost matrix” supplied by Bywater to weigh holds in order to make filling them more efficient. The committee also discussed working with county libraries to prioritize holds to their location.

16. INFORMATION SESSION WITH BYWATER EDUCATORS ON GUARANTEE/GUARANTOR AND LINKED ACCOUNTS

Bywater educators joined the meeting to answer questions relating to the guarantee/guarantor and linked accounts. A question is what impact to patron privacy there is with a linked account. To link an account requires the patron barcode and PIN. The patron is notified when someone links to their account and is allowed to remove the link from their account if they choose, as well as disable linking altogether. When an account is linked there is no access to the reading history.

17. DIRECTOR’S REPORT

-PrairieLand’s Library Exchange new director is Bethany Kauffman

-Library Legislative Day is February 28, and this year Hoffman will be attending in person and encouraged others who are interested to attend as well. This year’s platforms include adjustment to the RLBSS formula, increase in RLBSS funding, bonding bill issue for library improvements, and school library media licensure.

-There was no circulation of park passes in December. The DNR is promoting sledding, ice fishing and snow shoeing at state parks.

-The PCLS Youth Services Mini-Con will be held on February 13 and will feature a STEM programming presentation from the Hennepin Public Library and a youth programming presentation by Ashley Bieber of State Library Services. Lunch and door prizes will be included in the event and there is no cost to attend.

-The Alan Page “Testify” exhibit is being displayed at the Hennepin Public Library and preliminary work is underway to create a traveling exhibit using images of the original artwork in Page’s collection. This statewide initiative would be ACHF-funded that PCLS will take part in if there is interest from the member libraries.

18. ADJOURN

M/S C. Dose/C. Lechner to adjourn the meeting at 12:04 p.m. Motion carried.