

Advisory Council of Library Directors  
September 23, 2023  
Approved October 11, 2023

**PLUM CREEK LIBRARY SYSTEM**  
**ADVISORY COUNCIL OF LIBRARY DIRECTORS**  
September 23, 2023  
Southwest Regional Development Commission  
2401 Broadway Avenue – Slayton, MN 56172

**Time/Place:** The Advisory Council of Library Directors met at the Redwood Falls Public Library on September 23, 2023, at 10:00 a.m.

**Present:**

Dena Berghorst, Edgerton Public Library  
Shelly Finzen, Tyler Public Library Michelle Keithan, Westbrook Public Library  
Mandi Kuehn, Morgan Public Library  
Connie Lechner, Redwood Falls Public Library  
Gail Perrizo, Minneota Public Library  
Lori Stainer, Slayton Public Library  
Jody Wacker, Meinders Community Library (Pipestone)

Carrie Dose, Jackson County Library

**Present via Zoom:**

Lynn Carpenter, Lake Benton Public Library  
Beth Cuperus, Fulda Memorial Library  
Kari Hanson, Windom Public Library  
Calla Jarvie, Rock County Library, (Luverne)  
Michele Leininger, Marshall Lyon County Library  
Daniel Mick, Mountain Lake Public Library  
Val Quist, Tracy Public Library

**Absent:**

Joni Dagel, Siverson Public Library (Hendricks)  
Scott Sobocinski, Wabasso Public Library  
Beth Sorenson, Nobles County Library (Worthington)  
Sue Vizecky, Ivanhoe Public Library  
Alicia Vogel, Lamberton Public Library

Elizabeth Hoffman, 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 10:05 a.m. by Chair Dena Berghorst.

**2. ADDITIONS TO THE AGENDA**

The agenda was approved as written.

**3. INTRODUCTIONS**

Introductions and round-robin sharing time were held.

#### **4. MINUTES**

M/S S. Finzen/G. Perrizo to approve the minutes of June 7, 2023. Motion carried.

#### **5. KOHA UPGRADE**

Joel Sasse reported on the recent Koha upgrades that include the option of emailing receipts for payments and write-offs to patrons and allowing patrons to cancel their waiting holds and/or change the pick-up location while the item is in transit. Other updates are that adults cannot have a guarantor on their account, the “safe search” option, and the ability to retrieve a bundle of items for circulation. The updates to the new interface are installed and have gone well.

All of the options would require system-wide participation and discussion about which of the new options libraries would like to have available. The consensus of those attending the meeting was in favor of allowing patrons to cancel their holds and change their pick-up locations. Sasse will check on whether there will be a notification if a patron does either one of these actions.

Michele Leininger mentioned the smaller font size in Koha with the new upgrade, and there isn't a great contrast between the font and background on the results page. Sasse will put in a ticket to Koha to address the issues.

In October the Advisory Council will discuss issues that were caused by the Koha upgrade including how Aspen is working, and any examples of changes should be brought to that meeting.

#### **6. PUBLIC LIBRARY CARDS FOR STUDENTS**

An update to Minnesota State Statute 13.32, subd. 3 (Session Law ch. 52, art. 19, sec. 75) that took effect in June authorizes schools to disclose a student's name, home address, telephone number, email address, or other personal contact information to a public library to issue a library card.

#### **7. LEGISLATIVE PRIORITIES**

MLA is in the process of setting its priorities for the next legislative session. Those priorities include:

1. Capital improvements – asking for \$20 million in funding (instead of \$4 million), and a raise in the cap on funding, which is currently \$1 million, to \$2 million.
2. Increase in Maintenance of Effort (MOE) for public libraries, increasing the minimum level, which has not been changed since 2011, of funding required for libraries. In addition, a change in the formula phrasing is being suggested.
3. Guidelines for school library funds so there is clarification on how it is to be distributed.
4. Broadband development will result in more stable internet service to libraries.

#### **8. WINTER READING PROGRAM COMMITTEE**

Planning for the 2024 Winter Reading Program is getting started and the following volunteered to sit on the committee: Dena Berghorst, Daniel Mick, and Calla Jarvie.

#### **9. PRAIRIELANDS GOVERNING BOARD**

The Prairielands Library Exchange is seeking a library director to sit on its Governing Board and Shelly Finzen volunteered to fill the position.

#### **10. KOHA PASSWORDS**

Joel Sasse will be resetting all Koha passwords this fall. If a library wants to have a unique substitute or volunteer login they can contact him and he will create one.

#### **11. LEGACY**

Spending of FY21 ACHF money has been completed and 60% of FY22 dollars have been spent to date.

Rebecca Hudson noted that if any of the story kit components are lost and need to be replaced, the patron should be billed for them and PCLS notified so that the missing item(s) can be replaced.

**12. DIRECTOR'S REPORT**

- Except for five libraries, installation of new firewalls has been completed.
- Sasse will be sending out the new wireless routers or installing them.
- Internet speeds have been increased at several libraries that are contracted with E-Rate and should be close to the fastest speeds available.
- PCLS will be hiring a new finance administrator in October with the retirement of Cleo Wicks.

**13. ADJOURN**

M/S J. G. Perrizo/Wacker to adjourn the meeting at 11:05 a.m. Motion carried.