

Advisory Council of Library Directors
October 11, 2023
Approved 11/8/2023

**PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS
October 11, 2023 - 10:00 a.m.
In-Person/Online Video Conference**

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

Present via Zoom:

Dena Berghorst, Edgerton Public Library
Carrie Dose, Jackson County Library
Shelly Finzen, Tyler Public Library
Beth Sorenson, Nobles County Library (Worthington)
Jody Wacker, Meinders Community Library (Pipestone)

Online Via Zoom Meeting:

Beth Cuperus, Fulda Memorial 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

Absent:

Lynn Carpenter, Lake Benton Public Library
Joni Dagel, Siverson Public Library (Hendricks)
Kari Hanson, Windom Public Library
Calla Jarvie, Rock County Library, (Luverne)
Michelle Keithan, Westbrook Public Library
Mandi Kuehn, Morgan Public Library
Daniel Mick, Mountain Lake Public Library
Lori Stainer, Slayton Public Library
Sue Vizecky, Ivanhoe 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 10:02 a.m. by Chair Dena Berghorst.

2. ADDITIONS TO THE AGENDA

M/S S. Sobocinski/S. Finzen to approve the agenda as written. Motion carried.

3. INTRODUCTIONS /ROUND-ROBIN

Introductions were made and library updates were shared by attendees.

4. MINUTES

M/S J. Wacker/S. Finzen to approve the minutes of the September 23, 2023, Advisory Council meeting. Motion carried.

5. CATALOG CLEANUP AND MNLINK UPDATES

Discussion about identifying and removing unnecessary shelving locations and discussion about when to create new locations was held. Libraries can run Koha report #123 to get a count of items by shelving location, or report #77 for a list of items without a shelving location.

To minimize the number of unique shelving locations, libraries are encouraged to use a labeling system in the item call number to identify where their materials are located. It was suggested that the ILS committee decide on whether to create a new shelving location.

Best practices for withdrawing lost items were discussed and Joel Sasse advised that libraries are not to use “lost and billed” when dealing with these items since Koha will designate that status after 68 days overdue. Instead, they should list the items as “long lost overdue” and Koha will automatically designate the items with lost/billed status.

MNLink will be updating its interface next May and will be migrating the database in January. Because of this, it is advised that large weeding projects be put on hold through December and January. Libraries should notify Plum Creek if they have specific collections that they do not want to be listed on MNLink for loan.

6. ASPEN UPDATE

Recent updates include the barcode scanner, which is now available to use. This allows patrons and staff to scan an ISBN to see if the library owns the item. The Scan-and-Go feature allows patrons to check out items using their cell phone scanner. This is currently in beta testing and several libraries and will likely be available by the end of the year. Koha is working on a geo-location option that will indicate a patron’s home library which will receive the circulation statistics. Both of these options would need to be added across the entire library system.

7. DAMAGED MATERIALS FROM OTHER LIBRARIES

The process for evaluating damaged materials was discussed. It was suggested that a notation be made for any damage that is found on materials when they are received so that responsibility for it can be tracked to the correct patron. Each library should check for damaged conditions consistently and if the damage is too great, the item should be sent back to the owning library.

ADJOURN

The meeting was temporarily adjourned so the group could attend the MCIT Cybersecurity Webinar at 11:00 a.m.

RESUMPTION OF MEETING

The Advisory Council resumed its meeting at 11:50 a.m.

8. LEGACY INTERIM PROGRESS REPORT AND UPDATE

The FY22 Interim Progress Report (IPR) was reviewed. Elizabeth Hoffman noted that instead of administering ACHF funds on a fiscal year, beginning in January we will be moving to a calendar year. Revisions on per-building budgets and tracking library spending are being made and quarterly reports provided to libraries. Since June, SFY22 ACHF dollars have been used and it is anticipated by the end of this year that the FY22 dollars will be expended.

9. KOHA AND ASPEN UPDATES

There have been a few bugs reported with the recent Koha and Aspen updates including holds queue items not disappearing right away, and Sasse and Koha are working through those. There have been some changes to font size on the catalog interface with search results on the left side column enlarged. Sasse confirmed that libraries now have the option to receive a notification when a patron cancels a waiting hold.

10. DIRECTOR’S REPORT

-Interviews are being conducted for the position of Financial Administrator. Cleo Wick’s last day in that position will be on

October 31, 2023. Until the position is filled, Hoffman will be handling fiscal matters after that time and libraries should contact her with financial questions and concerns.

-Libraries will not be invoiced for a portion of Selfie and MNWrites/MN Reads since Plum Creek will now be paying for those services.

-PCLS staff member Anne Ouellette will be doing updates for Plum Creek's website. Hoffman advised libraries to remove the Ebsco, Freedom Flicks, Auto Repair, Consumer Reports, and Legal links if they have them listed on websites. Libraries may choose to activate the weather widget that indicates if a library is closed because of weather.

-Plum Creek is working on adding "alt text" language to all of the photos on its website.

11. ADJOURN

M/S B. Sorenson/J. Wacker to adjourn the meeting at 12:16 p.m. Motion carried.