Time/Place: The Advisory Council of Library Directors met at the Plum Creek Library System office and online on May 8, 2024, at 10:00 a.m.

Present In-Person:
Connie Lechner, Redwood Falls Public Library
Daniel Mick, Mountain Lake Public Library
Lori Stainer, Slayton Public Library
Jody Wacker, Meinders Community Library (Pipestone)

Online Via Zoom Meeting:
Lynn Carpenter, Lake Benton Public Library
Carrie Dose, Jackson County Library
Shelly Finzen, Tyler Public Library
Kari Hanson, Windom Public Library
Calla Jarvie, Rock County Library, (Luverne)
Michele Leininger, Marshall Lyon County Library
Gail Perrizo, Minneota Public Library
Val Quist, Tracy Public Library

Absent:
Dena Berghorst, Edgerton Public Library
Beth Cuperus, Fulda Memorial Library
Joni Dagel, Siverson Public Library (Hendricks)
Mandi Kuehn, Morgan Public Library
Becca Smith, Westbrook Public Library
Scott Sobocinski, Wabasso Public Library
Beth Sorenson, Nobles County Library (Worthington)
Sue Vizecky, Ivanhoe Public Library
Alicia Vogel, Lamberton Public Library

Elizabeth Hoffman, 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 10:03 a.m. by Chair Shelly Finzen.

2. ADOPTION OF THE AGENDA
The agenda was adopted as written with the correction of “Approval of Minutes of the November” to “Approval of Minutes of the April” noted.

3. MINUTES
M/S M. Leininger/J. Wacker to approve the April 10, 2024 minutes. Motion carried.
4. REPORTS
   a. Library Round Robin/Status Updates
   b. Legacy Committee
      - The Legacy Committee has two new members: Governing Board Representative Pat Haynes and Citizen-at-Large Kathy Wilmes. The committee will be having a meeting in June, date/time TBD.
      - The Testify Webinar took place on April 30 with over 100 people attending. Final statistics are still being compiled.
      - The Systemwide Mary Casanova programs held in March were successful. Overall there were 1,248 attendees, $6,447.00 in partner contributions (6 Prairielands “Better Together” grants received), and $151.00 in collection costs. Total ACHF dollars spent were $12,176.00 at an average per-person cost of $9.75 each.
   c. Director
      - The STEM kits are being prepared to send out to libraries. If interested, libraries should register to schedule a time to house the kits by going to: https://www.signupgenius.com/go/10C094DAE2AAFA74-9286073-bell#.
      - The PCLS Annual Meeting is for September 22, 2024, and will be held at Chautauqua Park in Worthington, from 2:00 – 4:00 p.m. This will be an open, inclusive event with members of the public invited to attend.
      - Plum Creek will be having a staff training day on May 22, and staff will have limited availability to phone and email throughout the day.
      - The annual Marcive record cleanup will be done soon, and unused bib records (12 months or more) will be deleted.
      - The Wide Area Network project is progressing with the next steps being made to set up the libraries that are being added.
      - The Passport BINGO cards have been distributed and the promotion is in progress.

5. UNFINISHED BUSINESS
   a. 50th Anniversary Book
      - Plum Creek will be updating its library history book for the 50th anniversary celebration and libraries are asked to send information about any building updates and staff information that they would like included in it. They are also asked to send a photo of the library and staff (if possible) to include in the book.

6. NEW BUSINESS
   a. Koha Update
      - The change has been made to place school names first in item location information and this has been working well.
      - Hoffman said that auto-renewal is now offered in Koha and it was determined that there was no interest in using the feature.
   b. PCLS Support Guide
      - The PCLS support guide has been updated, with “after-hours” clarification. Libraries should notify by calling PCLS if Koha has an outage Monday through Saturday during their open hours. They may also send an email on weekends before 8:00 p.m. on Saturdays. Libraries are encouraged to implement an offline procedure and can download Koha’s module for this purpose.
   c. Summer Delivery Schedule
      - The Summer delivery schedule has been updated and will be sent out to libraries soon.
   d. Refunds for Returned Items Owned by Other Libraries
      - Discussion about the process of refunds for returned lost items owned by other libraries was held. The question has been raised of when payment is received and the item is found and returned, does the library refund the payment to the lending library? One suggestion was that libraries hold the payment until the date in a return refund policy has been reached. Further discussion and a decision will be made at the June meeting.
e. **Hotspot Deactivation**
   The procedure for deactivation of Hotspots was discussed. Currently, when a device is overdue, the patron receives an overdue notice, and libraries request that it be deactivated. Once deactivated, it takes 24 hours to turn the device back on. Hoffman said that PCLS will now wait 24 hours before the Hotspot is deactivated once it is overdue.

f. **Next Advisory Meeting**
   The June 12 Advisory Council meeting will be held at the Marshall-Lyon County Library.

7. **LEARNING SESSION**
   A MNLINK Q/A session was held covering details about the new ReShare interlibrary loan platform that has now gone live, replacing the former VDX system. The software, which was custom-designed for Minnesota, is transitioning from the former system, and in the process working out several bugs along the way.
   - Libraries will not need to withdraw returned interlibrary loan item records (the system will automatically do this when the item is returned).
   - The limit of 5 requests is still in place at this time.
   - Renewals can be requested through the ask@plumcreeklibrary.net.
   - Patrons will have the option of canceling their requests (not available at this time).
   - Overdue item notices should be sent to Anne Ouellette (aouellette@plumcreeklibrary.net) and she will forward those to the borrowing library system(s).
   - There are four reasons that a request can be denied including 1) too new, 2) in use, 3) non-circulating (reference), or 4) missing. Libraries can refuse to send items requested that are too new to loan and should notify ask@plumcreeklibrary.net so the request can be passed on in ReShare.
   - Book club requests should be sent to Plum Creek so that multiple copies can be requested.

8. **ADJOURNMENT**
   With no further business, the meeting was adjourned at 11:06 a.m.

**CALENDAR:**
June 12, 2024 – 10:00 a.m.  Marshall Lyon County Library and online  
June 12, 2024 – 6:30 p.m.  Plum Creek Library System Governing Board Meeting