Pinellas Public Library Cooperative
Library Directors Advisory Council
Regular Monthly Meeting

MINUTES
Monday, November 6, 2017 – Meeting Location: Oldsmar Library

LDAC Member Attendance:
☑ Jen Obermaier, Clearwater
☑ Phyllis Gorshe, Dunedin
☑ Lois Eannel, East Lake
☑ Vince Gadrix, Gulf Beaches
☑ Dave Mather, Gulfport
☐ Casey McPhee, Largo
☑ Susan Hurley, Oldsmar
☑ Gene Coppola, Palm Harbor
☐ Angela Pietras, Pinellas Park
☑ Lisa Kothe, Safety Harbor
☐ Betcinda Kettells, St. Pete Beach
☐ Mika Nelson, St. Petersburg
☑ Mike Bryan, Seminole
☑ Cari Rupkalvis, Tarpon Springs

PPLC Staff Attendance:
☐ Cheryl Morales, Executive Director
☑ Matt O’Neil, Technology Coordinator
☑ Erica McCaleb, Countywide Services Coordinator

1. Jen called the meeting to order at 1:35 pm.

2. Acceptance of October 2, 2017 minutes: Lois motioned acceptance of the minutes, Lisa seconded the motion. Minutes were accepted.

3. SIG Reports
E-BOOKS SIG – Meeting took place October 19 but Mika is absent today so there is no report.
CIRC SIG – Phyllis reported that the next meeting is November 16 at 10:00 and the meeting will start with a class on searching in Symphony which anyone can attend.
ILS SIG – Betcinda reported that the meeting October 17 included discussion of the Novelist addition to the catalog and the conflict with the MARC button. Also discussed was the 3 for Me card replacement fee which changes from true item value to $3 when the overnight report is run. Sure Sailing call the following day was to include the best way to cancel an on-order item (Sirsi is working on it but for now the manual shifting of holds and subsequent deletion of on-order record is the best work around).
YOUTH SIG – Lois reported that the October 13 meeting included local performers and program coordinators from libraries. There was also a discussion of the 3 for Me card. The November 3 meeting started at Panera and followed at Lakeshore Learning in Tampa.
ADULT SERVICES SIG – Mike reported that the meeting on October 4 heard from the Center for Cyber Safety and Education. They related information about the Garfield program, adult program, and a program geared toward seniors. This is a non-profit foundation funded by for-profits in the Internet safety sector. The
December 6 meeting location is yet to be determined. During this discussion Lois sought clarification on the pricing for the Garfield comic books and Jen will follow-up with Cheryl for an answer.

4. Changes to the agenda
   Agenda additions to the New Business section included:
   Lois – Questions about the PAC
   Phyllis – State reports
   Gene – LDAC meeting time/day
   Cari – Garfield program

5. LDAC Liaison Report from November 4 PPLC Board Annual Meeting
   Jen reported that the meeting was held at the EpiCenter in Clearwater and included a presentation about Government in the Sunshine by Jay Daigneault, the Annual Report, the Annual Plan of Service, and a lengthy discussion of the funding formula of the Interlocal Agreement Revision. It was determined that additional data would be useful for future revisions but with the data on hand the funding formula agreed upon would be to adopt the state model with allowable expenses to include 100% of personnel, operating, and non-fixed capital; $0 for fixed capital. It was also agreed to retain the 4-16% minimum and maximum allocation. The funding allotments will be sent to each library as soon as the figures are available.

6. PPLC Executive Director’s Topics
   Anticipating her absence today Cheryl sent information to the Directors last week including:
   Out of System Books
   LibraryAware Launch
   Contributions for Ebook and audio collections on Overdrive
   Database and online service directory
   Days in the District
   Sirsi outage (Matt)
   Discussions of these issues:
   Out of System Books – books not owned by Pinellas County Schools must be returned to owning library by recovery library and not sent to PPLC.
   LibraryAware Launch – Cheryl sent a form to libraries requesting staff admin information and a URL for library logos.
   Contributions for Ebook and audio collections on Overdrive – Cheryl sent a form to libraries requesting the amount of money we will allocate towards the shared Ebook and audio collections on Overdrive.
   Database and online service directory - Cheryl sent a form to libraries requesting staff database information.
   Days in the District – Vince has reached out to Representative Peters but has not heard back.
   Sirsi outage – Matt discussed that patron charge histories must be deleted before the patron record can be deleted and a mistake resulted in ALL charge histories
being deleted. During the “recovery” process, other Sirsi functions were adversely affected. A second instance of charge histories being deleted resulted in the recovery process taking place in off hours and a fix was put in place to require admin permission levels to delete charge history. In addition, the question was posed about whether library staff should be deleting patron accounts which may violate state records retention laws. This will be put in “New Business” on the January, 2018 agenda.

7. Old Business
Gene asked if it was too early to form a committee to explore ILS options. Matt thinks that a committee should at least be looking into our requirements for our next ILS. Lois suggested that those on the committee not necessarily be Directors but staff more closely involved with using the system.

8. Follow Up Business
2018 LDAC Meeting Locations – Updated list was sent. Gene proposed meetings be changed from Monday afternoons to Friday mornings. A discussion of options indicated that the fourth Friday at 9:30 might work but we need to check PPLC meeting room schedule, the schedules of libraries already committed as hosts, and with many Directors absent today, a poll will be sent out by Jen.

Deletion of on-order records – See Section “ILS SIG” report above.

Google Analytics Statistics – Matt reports that unique page views in Google Analytics is a better metric for state reporting than all page views. He offered to help any Director who has questions.

9. New Business
Lois – Questions about the PAC: Lost items in Polaris migrated to PPLC holdings during the migration to Sirsi. Matt deleted many instances of this but if others are found he will deleted them when informed through the ticketing system.

Phyllis – State reports: Are there lines in the report that will be populated by PPLC such as physical number of e-books and number of cardholders? What don’t we have to report to PPLC? Matt will ask Cheryl to follow-up. In addition, libraries owning Recorded Books and Tumblebooks should include those numbers and Cheryl can add the Overdrive numbers to those. Tumblebooks are offered through TBLC. Lisa feels strongly that the state report is antiquated and irrelevant. She hopes for a revamping of the report.

Gene – LDAC meeting time/day: See section “Follow Up Business” above.

Cari – Garfield program: How are libraries recording in Sirsi the participation in the Cyber Security program? The demographics tab in individual patron records has a “NetSafe” field for recording individual participation or the Ephemeral wizard with NETSMARTZ typed in the item I.D. field can be used for group
instruction. Matt clarified that “Netsafe” and “Netsmartz” are synonymous for our application.

Matt – Novelist now shows in the item detail of the record as Sirsi works with Novelist to put it on a button on the top right of the screen. The MARC button will also be restored as a result of patron requests. An auditor from the County Audit Office in the I.T. division requested individual log ins for staff which will be implemented soon. Also requested were better controls for stat class recording. Three options include: Reports run each night of new card holders and mistakes sent to individual libraries for correction; auto-suggest addresses; and, ideally, real-time checking against county GIS data. Matt will create reports for monthly and yearly totals of 3 for Me cards.

10. Announcements from PPLC Libraries
St. Pete Beach – Florida tourism would like to put attraction displays in all libraries. It is a good reference source and gives free passes to staff. Tarpon Springs – Will participate in “There’s Snow Place Like Tarpon Springs,” the Christmas parade and they have a space program coming up. Erica/PPLC – If there are any issues with the online forms she sent please let her know. Leepa-Rattner and Holocaust Museum passes are still works in progress. East Lake – Groundbreaking event November 20 at 11:00. Katrice Stewart of the State Library will attend. Improvements will be done in stages but programming will be impacted. The Friends host a fundraiser in the garden Dec. 12. Hoping to be able to offer summer programs. Palm Harbor – Will offer “State of the Library” event for community to discuss past accomplishments and the upcoming fiscal year with a Q & A session included. Gulf Beaches – Interviewing for children’s librarian position and working toward more outreach and vibrant youth programming. Safety Harbor – Paula McLain author event hosted by the Foundation takes place at the SH Spa January 26. Various pricing; author will discuss book “Circling the Sun.” They also have Christmas events coming up. Oldsmar – Has a circulation coordinator position open as a result of a retirement and is posted in-house. Seminole – Hosted a catered “Library Volunteer Appreciation Luncheon” with 60 volunteers, city council members, and the city manager in attendance. He reported that volunteer hours calculated at Library Aide pay was the equivalent of $80,000. Dunedin – Has Admin Assistant to be trained in Dec. and Reference Librarian interviews today. Clearwater – Has one full-time and two part-time Librarian positions open. The joint use facility has a mid-March move in date. If approved, they will offer Food for Fines program between Thanksgiving and Christmas. She thanked Gene for the information presented at the new director’s portion of the Annual Florida Public Library Director’s Meeting in October. Gene suggested an LDAC group
retreat for in-depth discussion on issues such as succession planning and fine structures.

11. **Adjournment**

3:00 p.m.

Next LDAC meeting: Monday, January 8, 2018 at 1:30 p.m.
Location: Gulf Beaches Library

Respectfully submitted,
Betcinda Kettells, LDAC Secretary