Meeting Date: Monday, March 7, 2016 1:30 p.m.
Meeting Location: PPLC

LDAC Member Attendance:
☑ Barbara Pickell, Clearwater System
☑ Phyllis Gorshe, Dunedin
☑ Lois Eannel, East Lake
☑ Maggie Cinnella, Gulf Beaches
☑ Dave Mather, Gulfport (CHAIR)
  Casey McPhee, Largo
☑ Susan Hurley, Oldsmar
☑ Gene Coppola, Palm Harbor
☑ Angela Pietras, Pinellas Park
☑ Lisa Kothe, Safety Harbor
☑ Phyllis Ruscella, St. Pete Beach
☑ Mika Nelson, St. Petersburg
☑ Mike Bryan, Seminole
☑ Cari Rupkalvis, Tarpon Springs

PPLC Staff Attendance:
☑ Cheryl Morales, Executive Director

Other Guests Attending:
☑ Geri Remming, Largo, Asst. Director
☑ David Pearson, Clearwater IT, PPLC’s ILS Administrative Team
☑ Kent Walker, Clearwater IT, PPLC’s ILS Administrative Team
☑ Marcus Harrison, PPLC Board Member

Approved Minutes

1. David Mather called the meeting to order at 1:30 p.m.

2. Approval of February 1, 2016 Meeting Minutes: Lisa Kothe motioned approval of the minutes; Barbara Pickell seconded the motion and the minutes were approved unanimously.

3. ILS Review (1 hour):
   A. Overview of the Wizard properties: Dave Pearson also demonstrated how to access the help files (F1) and fielded questions from LDAC. David and Cheryl explained that there is no global file that determines countywide wizard settings; each library must set its own settings, though setting files can be copied between libraries. The primary focus was the circulation wizards. Directors were encouraged to continue researching the various wizard properties with their staff so that they can be prepared to select their settings with Julie.
   B. Set-Up Follow-Up: Cheryl reported that Julie will schedule individual meetings with each director to go through their wizard property selections. Libraries can initially opt to copy the settings of either Clearwater or Pinellas Park if they like. LDAC members were also reminded to forward samples of their various receipts to Julie.
   C. How Administrators Determined: Dave Mather inquired if Sirsi limited the number of administrators; Cheryl responded that the number of administrators is a local decision.
   D. Offline Details: Cheryl reports that Sirsi strongly discourages registering new patrons while offline; the exact reason was not clear. Those libraries desiring to register new patrons will need to do so manually and will also need to register those new patrons’ checkouts manually. Offline files will be
uploaded automatically when we go live on March 25. The group was reminded to test some offline checkouts in advance, e-mailing Darren Lauber. Libraries with roaming profiles or shared log-ins are strongly encouraged to perform the tests to make sure different offline files don’t overwrite one another.

4. SIG Meeting Reports

A. Cataloging Sig (Rusella): Staff at each library working to delete old item records (unavailable, missing, withdrawn, etc.), enabling the purge of bibliographic records that have no items available. Also, the “claims never had” status will not transfer to Sirsi, so staff are encouraged to change this status to missing or withdrawn. Group thinks it has a remedy to prevent unwanted overlaying in bibliographic records—setting the “date catalogued” field to “never”. Clearwater is ending its floating collection due to Sirsi’s inability to factor in building capacity limits; wherever items are currently shelved will become their home location in Sirsi, regardless of the markings on the item.

B. Circulation Sig (Gorsche): Group discussed the module in full at its last meeting; LDAC recommends that they review circulation wizard properties at the March 10 meeting.

C. YS Sig (Bryan): Presentations from Jr. Library Guild, Community TampaBay, Lexile.com at the groups Feb. 12 meeting. Next meeting March 11. LDAC reminded the YS Sig to post its meeting schedule, agenda, and minutes on the WIKI.

5. PPLC Executive Director’s Report

A. Please include Cheryl on your LDAC e-mail list.

B. Transition Stress: Cheryl realizes that there is stress over the transition and shared that the normal timeline for transitioning to a new ILS is much longer, on average about a year.

C. PPLC Office Update: Cheryl presented an overview diagram that illustrated the various assignments, tasks, and other individual/entity relationships that she and Julie are managing. Cheryl explained that the Sirsi transition is impacting their ability to attend to other duties. Cheryl reported that about ten applications have been received for PPLC’s librarian position and that an interview committee has been established; Casey McPhee and Board member Karen Roth will participate.

D. Polaris Updates: Cheryl reports that carousel updates and requests for minor adjustments are no longer being accommodated.

E. Certified Annual Financial Reports (CAFR): Reminder of March 31 due date.

F. Museum Passes: Cheryl reported that the Museum of Fine Arts has postponed the debut of the partner museum pass program until April.

G. County Funding Presentation: Board member Bill Berger has offered to share an overview of the County’s budget timeline and how PPLC’s funding formula is calculated with LDAC at its April 4 meeting. This will also give LDAC an opportunity to share municipal/local deadlines with PPLC.

H. PPLC Fee Card Review: Cheryl asked for clarification regarding how much member libraries charge for PPLC fee cards. LDAC agreed that the intention is to follow established pricing policy for these cards, though some member libraries offer their own visitor/guest cards valid only at the issuing library, with costs varying.

I. Registered Borrowers and Final Polaris Reports: Cheryl is not sure how the recent patron purge can be put in perspective on next year’s annual report. LDAC realizes that there will be a significant decrease in the number of cardholders. Cheryl also reported that Julie will run final Polaris reports that will be needed for next year’s annual statistical report.

J. Biblioteca Demonstration: Cheryl shared the company’s request to offer a demonstration before April’s LDAC meeting. LDAC reviewed its previous decision about vendor visits and declined the April 4 request. It was recommended that the request be directed to the appropriate SIG.

6. Old Business

A. Group Purchasing of Popular Materials: no update

B. ILS Migration: Specific issues addressed elsewhere in the meeting.
C. Clarification on Acquisitions Concerns: Previous concerns about displaying on-order items and the need to enter barcodes and call numbers in on-order records were considered resolved.

D. Seminole’s Patron Statistical Class Data: Mike Bryan shared that Seminole staff have checked 13,000 patron records and have corrected mistakes in patrons’ statistical class designations. This has been a two-year process and he is declaring it completed.

7. Follow-Up Business

A. Signage for New ILS: Everyone is using, no other discussion.

B. Redirection of Traffic from Polaris Catalog Link: Polaris will post a notice that the catalog is unavailable due to upgrades between March 21-25; Polaris will redirect traffic to the Sirsi catalog link on March 25. The duration of the re-direct is not known. LDAC also inquired about updating the catalog link on Boopsie.

8. New Business

A. Teen Summer Reading Gift Cards: On behalf of the YS Sig, Mike Bryan inquired if this program would continue; Cheryl reported that funds have been budgeted. There was a brief discussion if gift cards were still the best prize to offer, but LDAC ultimately deferred to the Sig on this matter.

B. Additional Inquiry about Overdrive Funding for Youth: On behalf of the YS Sig, Mike Bryan asked for clarification on how much of the audiobook budget was allocated to youth titles and if any part of this budget went for e-books for youth. LDAC did not have definitive answers to either question.

C. Integration of Lexile, Acc. Readers, Reading Counts in Bibliographic Records: On behalf of the YS Sig, Mike Bryan inquired if these reading levels could be included in the bibliographic records so that they could be searchable in the catalog. Since no clear information about cost, workload, retroactivity, etc. were provided, LDAC responded that it will need to investigate the approximate cost and work required to pursue this request. Mike Bryan will head up the investigation; Cheryl will forward related e-mails on this issue to all of LDAC.

D. Tampa-Hillsborough Rejoins TBLC’s Reciprocal Borrowing Program: There is some concern within LDAC that the level of service extended by Tampa is less than the level of service extended by PPLC, placing holds being the issue of highest concern. Cheryl reported that TBLC’s policy does not mandate participating libraries to allow requests on materials and that she has found no written PPLC policy for reciprocal borrowers. After lengthy discussion, LDAC decided to pursue no action at this time.

E. Enterprise Banner: Barbara Pickell inquired if the group would like to revisit the decision to only display the library name next to the PPLC logo, or if each library wants to display its logo next to PPLC’s logo. No motion was put forward. Cheryl pointed out that she is not sure if future changes past the data testing deadline would involve a fee.

F. Item Types with Varying Circulation Policies: Libraries have different loan periods, checkout limits, renewals, etc. for items grouped within the same item type. In Sirsi, there has only been one policy established for the item types of electronic games and equipment, so some libraries will find that their local policies will be overwritten by the master policy. Cheryl distributed a list of those items and libraries impacted. After lengthy discussion, those impacted asked for time to consider the issue. (It was later learned during March 10’s final data test call that Sirsi can set up multiple circulation policies for the same item type.) During the discussion, Geri Remming and Cheryl also shared that the owning library’s circulation policies will always trump the transacting library’s policies if there is a difference.

G. Updates to PPLC Circulation Policy: Angela Pietras distributed copies of PPLC’s Circulation Policy with notations about items that have been impacted by Sirsi set-up decisions. The group discussed tabling the topic for a future meeting though no formal motion was put forward.

H. Patron Password Masking: Mika Nelson inquired if LDAC needed to make a decision on whether or not to mask patron passwords in WorkFlows. Cheryl posed the question to the group and there was general assent based on the fact that the passwords are currently masked in Polaris. There was no formal motion or vote on the issue.

PPLC, LDAC Minutes of 3.7.16 Meeting, approved.
9. **Announcements from PPLC Libraries:** Angela Pietras moved that this agenda item be skipped in the interest of time; Lois Eannel seconded the motion and the majority agreed to forego announcements.

The meeting adjourned at 4:40 p.m.

Respectfully submitted,
Angela Pietras, Secretary