



PLS System Meeting – Summary
January 20, 2011
@ Pioneer Library System

Jeanne Ruter, **AVO**; Laurie Newell, **BLO**; Diana Thorn, **BRI**; Jenny Goodemote, Mary Ferris, **CAN**; Terry Dearing, **DAN**; Beth Horn, Tanya Thompson, **GPL**; Wendy Krause, **HPL**; Theresa Streb, **LYO**; Blanche Warner, **NAP**; Elly Dawson, Dorothy Morehouse, **NEW**; Anne Rehor, **ONT**; Patricia Baynes, **PAL**; Peggy Parker, Jante Rossman, **PER**; Louise Furber, Deb Dennis, **PHE**; Allen Tompkins, **RC**; Andrea Tillinghast, Liz King, **RJ**; Donna Norris, **ROS**; Carol Garland, **SOD**; Angel Wright-Sackett, **SS**; Pat Evans, Lynne Madden, **VIC**; Sarah Matthews, **WADS**; Mary Zingerella, Liz O'Toole, **WAL**; Cheryl Gravelle, **WIL**; Dottie Pat, **WOL**; Cassie Guthrie, Ellen Reynolds, Lindsay Stratton, Jim Frey, Bob Wicksall, Aaron Zsembery, Cindy Gardner, Jeanne Hayes, **PLS**.

Birds of a Feather: Upload & attach files to your Blogger or WordPress website — 7 attendees

Twiki: <http://plum.pls-net.org/twiki/bin/viewauth/Members/Meetings/SystemMeeting20120120>

Announcements

Cassie (PLS):

- Upcoming: Taxcap webinar @PLS, Tues, Jan 24, 1-2:30pm. NYLA updating information on their website as they receive it. Send in questions prior to the webinar and Cassie will forward to Michael Borges. This webinar addresses specifics and requirements for libraries.
- 2012-13 Governor's proposed budget includes no additional cuts to Library Aid. NYLA Legislative Committee is formulating strategy for March 6; a 6% increase to 2010 levels or 4% increase (same as what is in the budget for schools increase).
 - The advocacy flyers for the bus trip will go out to trustees & libraries shortly.
 - Thanks to the 10 Friends' Groups (CS,GPL,LIV,MAC,ONT,PAL,SOD,WAL,WIL,CAN) that have donated so far to the Albany bus trip, the cost per bus seat will be reduced [Additional donations update: Newark, Victor, and Wadsworth]
- Committee on Open Government web page for Open Meetings Law has been updated with information about new, expanded legislation that goes into effect Feb 2. The purpose – those interested in work of public bodies should have the ability to review records being discussed at public meetings. All types of libraries fall under Open Meetings Law and must demonstrate a good faith effort to comply. Libraries are encouraged to review the Committee on Open Government info. at <http://www.dos.ny.gov/coog/RecordsDiscussedatMeetings.html>
 - Documents need to be available before or at the meeting. Will the discussion be administrative or substantive? Need to include director reports, monthly financials? – probably not, but not a bad idea. Bylaws, policy revisions/new policies? Yes.
 - Making draft minutes available 14 days after board meeting. Has that been reduced to 10 day? Cassie will look into. UPDATE: Section 106 of Open Meetings Law states draft minutes must be available “14 days after.”
 - Do draft minutes need to be on the website? PLS does have on the website, but this is not required. However, they must be available for review in the library if the public requests. Putting draft minutes on a website is considered good form, as it increases the public's access to information. If you have high speed internet connection and frequently update pages, than yes, adding to the website would be in keeping with the spirit of the law.
 - Question: Emails are FOIL-ABLE (Freedom of Information Law)? Yes.
- SnapshotNY Day. Individual libraries are encouraged to participate, collecting stats, stories, and photos highlighting library use sometime during the weeks of February 12-25. Please let Bob know your chosen Snapshot Day by Feb 3. Needs to know ahead of time so that he can set up for your stats to be pulled: circ, wifi, web hits, etc.

- Question: Need parental permission for publishing photos? It is a good idea. PLS has a form on the Twiki. Other libraries post signs day of picture taking asking folks to let the library know, in writing, if they do not wish the library to use their photo.

Nancy (PLS): Show and Tell of new Caregiver Kits. PLS received grant to pull together these kits and the grant organization would like feedback about their use. The PLS Senior Services brochure is being updated to include the new kits and Ontario County Office for the Aging will include an article in their next newsletter. The kits— designed for those who have Alzheimer’s or other forms of dementia or memory loss— include items such as puzzles, tactile items, and reading material designed to support the needs of caregivers. One organization who has already used a kit said it generated positive responses from their clients. The lavender-scented stuffed lamb was especially popular. Do you have borrowers who will find these kits helpful? Contact Nancy.

Cassie (PLS): Nancy is being modest by not mentioning that she wrote the successful grant to FF Thompson Health that awarded PLS the funds for these kits.

Cindy (PLS): The annual report workshop (*see CE calendar*) is scheduled for Jan 31, 10:30am-12:30pm. Packets with information for filing your annual report will be ready soon. Deadline to Cindy is Feb 10.

Ellen (PLS): Bad Stat Reports: This monthly report is pulled to help libraries identify records that need correcting. Any blanks? These need to be filled in. If column is consistently blank, it is most likely a template issue. The report runs on the 3rd Thursday of the month. Browse scheduled Report Output>Select library>Select Custom PLS Reports> Bad StatCats>Click on report. It opens in Excel.

Bob (PLS): The Bad Stat Report was updated to reflect categories needed to fill out your library’s annual report. Missing data not filled in—“unset” should be “not applicable”— will mean the stat is dropped from your totals.

Ellen (PLS): 2 group orders:

- Not My Life DVD documentary on global human trafficking/human slavery. Producer/writer is Oscar nominee and local. \$24.99.
- For Love of Liberty: The Story of America’s Black Patriots. 3-disc PBS documentary with public performance rights. Good for program during National Black History Month.

Bob (PLS): TWIKI -a new menu has been added and runs across the top of all pages. The quick links that formerly were in the left pane are now listed as a drop down menu under the *Actions* tab. These changes were designed to aid navigation and increase discovery of topics. Contact Bob if you think changes and / or additions are needed.

Monthly Circ Stats report will help with annual reporting. ILLs Sent are not included in Total Circ column and ILLs Received include initial check out of item received and renewals. A new comment section at the bottom of the page will include explanations of changes made to the report.

Jim (PLS) is working on circ modification rules and it’ll be a few months before EG is working as intended.

Aaron (PLS): Ready to roll out new Kaspersky and Deep Freeze updates. Libraries will receive a CD w/ the file for updates. A new user account has been added and won’t show on the login screen. This account will facilitate running updates remotely in the future.

Beth (Central): Pulling together a binder with handouts for OWWL2go. They will be added to Twiki to facilitate format changes.

Elly (NEW): Reminder: PLSDAC at Palmyra, February 3. Come see new building!

Carol (SOD): Open house to kick off library’s capital campaign is Thursday, Jan 26.

Pat (VIC): Up for grabs on side table: book pockets, DVD paper sleeves, assorted supplies.

Mary (WAL) announced she will be retiring in March and will miss everyone and the support and camaraderie that the Pioneer library community has.

ACT Rochester

Presenters: Ann Johnson, Program Director, ACT Rochester (<http://www.actrochester.org/>)

Handout: ACT Rochester Indicators topics list

Highlights:

- ACT is not an advocate organization; ACT will gather info and be the catalyst, get people talking about community issues
- Strives to keep the most up-to-date information. Site uses data vetted by CGR (Central Government Research) and from independent authoritative sources; ACT does annual and periodic updates
- Information: summaries, detailed information, trends, resources
- Features 12 topics that impact quality of life and within each are measurements (indicators) of how communities are doing
- Demographics tab; can be helpful with collection development
- Data can be downloaded in Excel
- Indicators tell a story. *Indicators*= specific measurement. Businesses often use the term *metric*.
- Grant writers use the site. Grantmakers Forum received a grant to look at financial self-security (can we earn it, keep it, grow it) and used 32 of ACTS indicators
- Good tool to use with presentations to further the mission of the library
- Can use the site as collective impact approach: common agenda, shared measurement systems; continuous communication; mutually reinforcing activities; backbone support organizations
- Overall view with summary is given for each indicator
- Please send feedback to Ann. Let her know if something needs updating or is incorrect.
- Coming March 19: ACT will put out a report card to the community

Call Ann if you'd like to schedule an ACT Rochester program. There is no charge.

Question: Will you include libraries on the list of topics? Libraries have statistics for county and NYS

Answer: May be a topic added in the future