

**EASTERN SHORES LIBRARY SYSTEM  
SLAC Meeting Minutes**

W. J. Niederkorn Public Library, Port Washington

**August 23, 2016**

**Called to Order 9:30 AM**

**Adjourned 11:32 AM**

PRESENT: Diane, chair (Mead), Amy, ESLS Director, Nicole (Cedar Grove), Mark (Sheboygan Falls), John (U.S.S. Liberty Memorial), Jackie (Lakeview), Betty (Elkhart Lake), Martha (Plymouth), Linda (Cedarburg), Ann (Lakeland), Alison (ESLS), Robert (ESLS), Nancy (ESLS Board), Lisa and Holly (Bookmobile).

JOINING BY PHONE: Trixine (Oostburg), and Camrin (Mequon-Thiensville).

The meeting was called to order at 9:30 a.m.

**1. Custom Ratio Report:**

Alison shared a handout on a proposed custom ratio report. The circulation committee is working with Ill to develop the report based on our existing Polaris report "holds alert report by branch." The cost of the new report should be approximately \$300.00. Alison and the circulation group were authorized to purchase the custom report, providing the final result meets the requirements of the circulation committee and the total cost is less than \$400.00. Robert will include the ratio report with his monthly reports so that libraries have consistent data. Member libraries will also be able to run the new ratio report at any time for their own internal use.

**2. PAC Password Override**

Alison shared an override password for patron accounts on the PACs. This may prove handy when assisting patrons that can't remember/need to change their password. Password for staff use only.

**3. Merger Updates:**

All four county boards voted to approve the ESLS/MWFLS merger. The Implementation Board has begun planning. The new system becomes effective on January 1, 2017. Amy and her staff will work on marketing and promotional materials, as well as an FAQ (updating the existing brochure).

**4. Local Holds/In-Demand/Digital Branch**

Diane reported on Mead's progress toward an In-Demand Collection. The owning branch in Polaris is a complicating factor. Mead had considered using the ESLS branch as the catalog's location ("ownership") for In-demand items, with the physical location of items still at Mead. Using this option would complicate delivery, as ESLS already uses this branch for material delivered to the office. Mead may also need some time working with the new ratio report in order to determine what titles should be added to the In-Demand collection.

Alison is also planning on using the ESLS branch as the "digital branch" for Overdrive content. This will allow her to move e-book content off of the bookmobile's port so we can tweak the settings (this issue was discussed in more depth at a previous meeting).

In spite of the delay in getting the In-demand collection in place, the group agreed to turn on Local Holds on September 6 (the day after Labor Day). Diane will update the group by email as Mead makes progress on In-Demand collection policy, procedures, and training. Stay tuned.

5. Ratio report directives

The language in SLAC policies regarding hold-to-purchase ratios has been found to be somewhat inconsistent and difficult to interpret. The circulation committee recommends that the ESLS board reword the language for monographs so that a library will be asked to order a title at multiples of five holds. The language should be revised to be something similar to existing DVD/media ratio language. The ratio for DVDs and media should remain the same. It was noted that MWFLS libraries do not appear to have a current hold ratio/purchase policy. This may be a point of discussion for a future all-directors meeting.

Some potential issues with automatically purchasing items based on hold ratios were discussed. For example, patrons have been known to request items in multiple formats (monograph/large-type, or blu-ray/dvd) simultaneously, and take whichever arrives first. This can inflate hold counts. In any event ratio reports continue to require a degree of local interpretation.

6. Consider disbanding SLAC for 2017 in favor of more subcommittees that would make recommendations to PLAC.

Amy shared an initial draft of a committee model (handout) for the new system, based on comparisons with other, larger, multiple-county systems. The group discussed the model presented.

Please review the model on the handout and provide Amy with any positive or negative feedback. Several other models will be discussed at future meetings.

It was noted in any new committee structure communication between sub-committees and the main group is going to be essential. Moving forward, it is advisable for minutes of subcommittee meetings to be kept and shared widely, possibly on the system's website or an intranet. This is something IT can help with.

It may be necessary for the new system directors and sub-committees to meet more frequently early on to work through our shared policies and procedures, and then reduce the number of meetings as things quiet down.

7. PLSR Update

Amy shared a handout listing upcoming information & feedback sessions for the Public Library System Redesign project.

8. LD&L Cross-county Reimbursement

Two counties in Wisconsin have already passed resolutions to stop paying cross-county library reimbursements. With this new development, and the ongoing cross-county reimbursement fraud investigation in Manitowoc, WLA's LD&L workgroup has created a list of best practices (see handout) for libraries to follow. These should be considered when handling cross-county reimbursement requests. The circulation committee will review the best practices and report back on how they compare with our current practices, and see what, if anything, needs improvement.

Linda (Cedarburg) shared info on programming planned for the fall WLA conference. John McGivern will be speaking, as well as the lieutenant governor. A team trivia fundraiser is also in the works. It is WLA's 125 anniversary and all library directors and staff are encouraged to attend.

Meeting adjourned at 11:32 a.m.

Respectfully submitted by  
Mark Rozmarynowski, PLAC Representative.