

DEPARTMENT OF LIBRARIES

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Sussex County

DELAWARE
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Sussex County Library Advisory Board (LAB) Meeting

MINUTES

January 21, 2015 ~ 10:00am – 12:00 Noon

Sussex County West Complex ~ Large Conference Room

Call to Order & Adoption of revised agenda [Motion by Rosemary Hardiman; seconded by Rebecca Calio; motion carried.](#)

Announcements:

- Sussex Academy: International Baccalaureate School w/4,000 sq ft library: [Ilona Holland \(former member of Council on Libraries was hired to start the \\$4,000 sq foot library. She traveled to various libraries \(Florida and Taipei were two\) for observation. She has been invited to speak to the Directors.](#)
- Joint Finance Committee Hearing: DOS@ 2p, on Wed, 2/14/15
- Bond Bill Committee Hearing: DOS @ 2p. on Tue, 3/3/15
- DLA Legislative Day: Tue, 3/24/15

Updates:

- Delaware libraries/DE Division of Libraries
 1. Patron opt-in to track checkouts in OPAC: [Concern from Margie Cyr regarding privacy issues. Patron's choice as far as participation. Currently one year retention period – retention period will be decided by February meeting.](#)
- Webinars RE: online payments of library fees + fines via ProtectPay for SirsiDynix: [Some people are interested. Katie McDonough will check to see if available on consortium page.](#)
- Council on Libraries/Public Library Policy Steering Committee meeting:
 1. Statewide participation in pilot centralized processing project – Participating libraries are county libraries, Dover and New Castle. Difficult part is agreeing on a common profile. Kent & Ncc use Automatically Yours (B&T product where best-sellers are shipped automatically to the library without being ordered. Seaford is against using it. Lewes is only library in Sussex County currently using it and Ed has no problem with using it for a short list.
 2. Kay Wheatley had patron complain that they were high numbers on waiting lists for books. Kathy Graybeal explained that they should have never been given a number – the numbers are incorrect. Staff training issue as only staff can see numbers (unless they are ebooks).

3 Kathy Graybeal explained new item type and home location of Browse to help keep new items on the shelf of owning libraries and said she was trying to work out a way to help libraries with the mandatory purchase of second copies.

- Sussex County Department of Libraries + Library System
 1. Allocation of Sussex County FY2015 budget surplus to the Independent libraries: Allocation of monies is recommended by County to be used for capital needs, building improvements/maintenance (possible emergency fund). One library had requested money for education – Kathy Graybeal explained that the State has money set aside for education and that this money is not for that purpose. Rosemary Hardiman asked what the libraries/audience thought of the allocation. Kay Wheatly (Seaford Board) and Tucker Kojohn (Rehoboth Board) both replied, “Thank you!” It was stressed that specific detailed requests would be beneficial for future planning. Emory West called for a motion to adopt. Rosemary made the motion; Rebecca seconded; motion carried. Library Advisory Board signed the recommendation.
 2. Proposed Independent Library funding formula from Finance Director and County Librarian: Explanation given for new formula for Independent libraries. January 27, 2015, checks will be presented to the Council members. No numbers will be given until Council presents the check to the library. Funding will be based on FY2014 statistics taken from LibPass and Evanced. Concern was expressed for the Delmar Library having low statistics while in temporary location. Gina and Kathy said that it would be taken into consideration. Multiple concerns over possible improper recording of statistics. More information about procedurals will be given to the Directors (definitions, methods of recording statistics, etc). Those in attendance were very appreciative of the formula, stating that it had logic to it and was a more equitable solution. It was explained that it was a “subject-to-change” document, allowing for growth for future years. It gives directors clear expectations and directly feeds staff training. It is a way to document rising numbers that can be used as a tool in reporting to Council. Library Advisory Board members approved proposal as long as it left room for change. Emory called for a motion to adopt the formula to be changed as needed; Rosemary made the motion; Harriet seconded; motion carried.
 3. Sussex County Library Use Policy discussion: Theo made suggestion to amend “Adult patrons who are not engaged in a library activity that uses children/young adult materials, nor are caregivers for a child/teen may be asked to relocate to other library areas” to “Adult patrons in the children/teen area who are not engaged...” More discussion will be held at the next meeting.

Next meeting date: **Wednesday, February 18, 2015** at Sussex County Administration West Complex from 10a-noon.

Adjourn: [Motion to adjourn made by Rosemary Hardiman; seconded by Rebecca Calio; motion carried.](#)