

COMPASS Users Group--Arrowhead Library System
Wednesday, February 24, 2016
MINUTES

Welcome and introductions

- President Nancy Maxwell called the meeting to order at 10:00 am
 - Libraries Present: Paula Chapman/Aurora, Mary Lukkarila/Cloquet, Crystal Phillips/Cook, Carla Powers/Duluth, Nicole Miller/Gilbert, Steve Harsin/Grand Marais, Diane Adams/International Falls, Julie Billings/Silver Bay, Katie Sundstrom/Two Harbors, Nancy Maxwell/Virginia
 - ALS Staff present: Chris Carlson, Shari Fisher, Chris Magnusson, Mollie Stanford, Jim Weikum
 - By Phone: Jodie Johnson/Carlton, Rachel Heinrich/Ely, Coral Ellshoff/Hibbing

Approval of COMPASS minutes for September 23 meeting. M/S Adams/Sundstrom. Approved by consensus.

COMPASS and Technology Related Issues.

- Questions or issues with Horizon functions:
 - Email receipts are now available. If the patron has an email address, it will show up on the checkout screen. If the email receipt box is checked, a receipt that looks exactly like the printed one will be emailed to them when you press F11. [Katie Sundstrom notes that long receipts—in excess of 50 items—have crashed their system. If this happens, please report it to Chris M.]
 - A Sirsi-Dynix road show is coming to Hennepin County on September 15.
- Horizon news: updates, upgrades, etc.
 - Mobile Circ implementation
 - Mobile Circ has been working well for the Bookmobile.
 - Virginia Public Library has used mobile circ to complete an inventory.
 - ALS is purchasing an iPad and scanner that libraries may borrow to complete an inventory, weeding, or to hold off-site library card sign-up events. It may be scheduled through Paula at ALS.
 - Mobile Circ will also work on a desktop computer. To access it, go to the gmail drive, search for Mobile Circ, check “search for files shared with ALS libraries.” You will need to access the documents on how to use it; they contain necessary authorization codes. It works best in Firefox, but also works in Chrome and on Apple devices.
 - Blue Cloud (BC) PAC implementation
 - Chris has removed the best sellers list.
 - There is no current way to limit by location until after the initial search.

- Once the new Discovery Layer has been implemented, the current iPAC as we know it will be phased out.
 - Likely Horizon changes for 2016 and beyond:
 - The first priority will be to migrate to SAAS (Software as a Service) so that the server will be hosted by Sirsi-Dynix. ALS is hoping to schedule this for the spring. If that does not work, it will hopefully be implemented in August or September.
 - The new analytics product will be implemented toward the end of the year. ALS will provide training before libraries need to start annual reports next year. [On that topic, Mollie is hoping to put together standard Horizon queries needed for the annual report and to save them to a Google drive that everyone can access and use.]
 - ALS is hoping to have an implementation timeline by mid-March and will share it with member libraries when it is available.
 - Sirsi-Dynix online training modules will also be available to libraries down the road.
- ALS web site migration:
 - A new ALS web site is in process. It will have front page tiled links for some of the most popular services as well as an across-the-top bar of drop-down menus with links to services.
 - ALS currently hosts web sites for the Buhl, Cloquet, Hoyt Lakes, Moose Lake, Mountain Iron, and Virginia Public Libraries. ALS will continue to host these sites on the current server through the end of this year.
- MnLINK migration and OCLC record “reclamation” update:
 - The entire regional catalog will need to have holdings updated in OCLC Worldcat. Currently, WorldCat holdings are credited only to the first library to download a record, and few libraries delete their holdings from WorldCat as items are withdrawn.
 - All libraries are encouraged to complete a full inventory within the next 2 years and to withdraw long-lost items. ALS is purchasing mobile equipment that member libraries may borrow and use to complete an inventory.
 - Weeding your collection is a good pre-step to doing inventory.
 - After the collection is “reclaimed,” OCLC will send a report of records that could not be matched.
 - Once the entire regional catalog is “reclaimed,” ALS will send regular reports so that current holdings are maintained in OCLC. (Duluth Public Library, which does not use OCLC to catalog, already does this.) The hope is to end up with a clean, reviewed regional catalog.
- Status report from voluntary standardized parameters and policies committee: Patrons in participating libraries are happy to have more consistency among the region.
- Current balance of ALS materials budget for OverDrive: approx.. \$87,683 as of 2/1/16.
- Handling patron suggestions for OverDrive content:

- Originally, all patron suggestions (that were not for metered titles) were purchased. The budget went quickly.
 - Next, patron requests were limited to 1 request per month. This was effective until Penguin eliminated metered access. Now, even with patrons only able to request 1 title per month, the budgeted amount to fill requests (\$1000) is expended within the first week of the month—so no requests made later in the month are filled.
 - Most requested titles are requested by one and only one patron per month—so prioritizing orders based on numbers of requests is not a viable solution.
 - Much discussion ensued. The proposed solutions were approved until the next COMPASS meeting, when their effectiveness will be discussed:
 - Allow patrons to request 5 titles per month.
 - Wait until the end of the month to make the requested-titles order; prioritize titles that have more than one request.
 - Increase the amount spent to fill patron requests to \$2000 per month.
 - At the next meeting, send libraries a list of requests made by their local patrons to assist with local collection development.
- Ebooks Minnesota: discussion and possible demo
 - Ebooks Minnesota is a Minitex initiative that was rolled out on 2/29. Their goal was to make titles published by Minnesota publishers (excluding popular fiction) widely accessible. While there was disappointment about lack of publisher participation, and hope that more publishers will participate, there were no solid plans made for how additional content will be added.
 - Eventually (perhaps in April), MARC records will be made available for these titles so they may be added to the regional catalog.
 - Patron authentication is verified by IP address (this may be a problem for International Falls patrons, whose IP address is based in North Dakota). Patrons who register for a personal account at a computer with a Minnesota IP address will then be able to access their account from anywhere.
 - There is no limit on how many patrons may have a title at the same time.
 - Concerns expressed were the abundance of older/outdated content (publishers only sold titles in bundles rather than allowing titles to be individually chosen), lack of a plan for added content, yet another e-platform, and lack of a plan for student ease-of-access. Positives expressed were the value of the collection as an archive of Minnesota-published material.
 - Staff reports
 - MOLLIE: “Once Upon a Reader”/Ten Pigs books and laminated scavenger hunts have been sent out to libraries. A “Story Stroll” and 2 themed kits have arrived. Libraries may reserve them through Paula at ALS. April is a good month to feature “Once Upon a Reader.” Contact Mollie with questions about your annual report, and make sure to have Mollie, Shari, or Jim review your report before you submit it.
 - CHRIS CARLSON: It is not necessary to remove and check in books returned in the canvas Mail-a-Book bags. If you do open them, please do not throw away the postage cards. ALS can still them.
 - JIM: has sent libraries who requested them copies of the “Historic Resources of the Mountain Iron Mining Landscape” booklet. Remaining copies will be sent to the Iron Range Research Center.

Library Issues

- Legacy Programming update: Alexis has been busy planning lots of Legacy programs. She is very open to feedback. She has put together a brochure with patron comments about Legacy programs to bring to Library Legislative Day.
- ALS Membership requirements status report
 - First wave: policies: Thank you to all libraries who met the membership requirements by submitting the 6 required policies. Two libraries are working on completing their policies, and another library's should be submitted soon. Kinney Public Library has not complied, and is additionally not open the number of hours required to meet federal e-rate requirements.
 - Second wave: Meetings: Libraries must have a current employee or representative attend at least one-half of the regularly scheduled COMPASS meetings held during a calendar year, either virtually or in person. Libraries must have at least one employee attend at least 2 ALS-sponsored or endorsed CE/training workshops each calendar year, either virtually or in person. ALS will begin tracking attendance.
 - The standards were developed by staff from a number of member libraries. They are not intended to be burdensome.
 - ALS will begin work on reviewing the multi-type membership agreement.
- 2016 Legislative Session & Minnesota Library Legislative Day (April 13, 2016)
 - ALS will share the Legislative platform when it is available. Since this is a bonding session, its centerpiece is library construction grants. Jim has made a spreadsheet of statewide projects; local possibilities include Cloquet (addition), Duluth (new building? Remodel?), and Moose Lake (there have been conversations about a public library/technology center). The platform includes asking for \$10 million for library construction grants (the state has never budgeted more than \$2 million).
 - The ALS Board has approved a resolution supporting the Minnesota Broadband Vision. If your Board or City adopts the resolution, please send it to Jim to share at the next level by April 13.
 - There will be a Tuesday evening Legislative Day briefing at the Roseville Library and a morning briefing in the judicial center. There will be no debriefing this year. If you are planning on attending, please let Jim know. MaryLei will work on making appointments with local legislators. Jim, Shari, Molly, ALS Board President Dennis Jerome, and ALS Board member Marge McPeak plan to attend.

What's going on at your library?

- COOK/Crystal: Cook Public Library is doing a fundraising campaign for new carpet. When they requested funding from an adjacent township, they were told that townships are legally unable to contribute to operational funding, only capital funding. Julie and Rachel noted that per statute, a township can contribute funding toward a library, but such decisions may ONLY be made at the annual meeting.
- GRAND MARAIS/Steve: Steve found a 1904 ledger containing minutes from the first library board meeting. He had it digitized for Minnesota Reflections. They are working on loading a transcription so it will be keyword-searchable. The Friends of the Library gave a large sum toward winter programming; Steve has been focusing on Native American topics. Pushing Chain also came to Grand Marais. Although

not well-known in their home area, they have a wide state and national following. They do country/western music and gave a great program; promote them! You can find their music on YouTube. Maybe local stations could be asked to play their music prior to their tour and promote upcoming library programs? The Grand Marais board is working on creating a new 40-hour/week professional position for the library.

- SILVER BAY/Julie: Silver Bay has been doing a couple of children's programs a week for the children's winter reading program. The City of Silver Bay hopes to sign a contract soon with Lake Country Fiber Project/Lake Connections so departments will get voice-over-internet phones. Julie will be the P.E.G. channel coordinator.
- CARLTON/Jodie: The library is scheduled to move into the City Hall/Civic Center building in August.
- ELY/Rachel: The library just finished doing the web site (elylib.org). Rachel has been doing lots of programming. One especially successful project has been an adult coloring project. Rachel has asked some local artists to donate coloring sheets for one-time use.
- AURORA/Paula: The City of Aurora is a member of the East Range ACT on Alzheimer's group, dedicated to creating a supportive environment for those affected by Alzheimer's. Paula put together a proposal for 2 Alzheimer's resource bags—one with an assortment of informational books/videos geared toward caregivers, and one with an assortment of more activity-oriented books/movies. The East Range ACT on Alzheimer's bags funded one of each bag for both the Aurora Public Library and the Hoyt Lakes Public Library. The Aurora Public Library is a member of the Mesabi East Early Childhood Coalition. One current initiative is to provide a supportive environment for area day cares. In response to concern from day care providers about delayed language development, Paula put together a resource bag with books/videos/activities on this topic. The Coalition funded 2 bags: one for the Aurora Public Library and one for the Hoyt Lakes Public Library. Aurora's bags are first being circulated to three partner day cares. After that, they will be requestable by patrons throughout the ALS region.
- TWO HARBORS/Katie: The Two Harbors Public Library (a Carnegie library) was on Fox news on 2/23. The library is temporarily short a staff member and hopes to hire a temp to fill in through July. The project to refurbish the windows is currently at a stand-still (Katie is looking for a company able to do so historically accurately).
- DULUTH/Carla: Duluth's process of considering building options is at a standstill while the library engages in strategic planning. The library hired Library Strategies (St. Paul) to assist with the planning process; they are looking forward to a planning retreat in April. The Mt. Royal branch will be expanding (adding programming space). Mollie was VERY helpful in a recent hiring process.
- CLOQUET/Mary: The application process for the children's librarian position closed on Friday. They have not received many strong applicants. Liz's last day is March 10. They also have two 13-hour positions open. They are working on planning an addition to the library.
- GILBERT/Nicole: Despite budget cuts and cuts in part-time staff hours, Nicole has been doing lots of programs and story times—and trying not to burn out.
- INTERNATIONAL FALLS/Diane: Diane is planning a "Get Carded" library card promotion the last week of April. They will be making a promotional video. International Falls will be hosting a "Ten Pigs" trunk show.
- MAIL-A-BOOK/Chris Carlson: Mail-a-Book recently got a new computer and a new DVD shelf. They have recently completed a large weeding project. Mail-a-Book also handles reference requests from Mail-a-Book patrons.
- BOOKMOBILE: ALS has been working on promoting the bookmobile. While they will not cancel current stops to do promotions, they are trying to go to more festivals. They were recently at Laskiainen in Palo. Jim will let your library know if they will be coming to an event near you.

- VIRGINIA: Nancy: The Children's Librarian transition from Dawn to Stephanie is going well.

2016 meeting schedule

April 27

August 24

October 26

December 7

The meeting was adjourned at 12:38 pm.