

**Members present:**

Mark Koukol-ALS, Rebecca Patton-ALS, Shelley Rogers-ALS, Jim Weikum-ALS; Paula Chapman-Aurora, Debby Bocnuk-Babbit, Mary Lukkarila-Cloquet, Rachel Heinrich-Ely, MaryBeth Kafut-Eveleth, Ginny Richmond-Gilbert, Linda Chappell-Grand Marais, Janet Coy-Grand Rapids, Nancy Riesgraf-Hibbing, Sue Sowers-Hoyt Lakes, Diane Adams-International Falls, Julie Billings-Silver Bay, Susan Thompson-Two Harbors, Nancy Maxwell-Virginia, and Linda J. Wadman-NCLC.

President Nancy Maxwell called the meeting called to order at 10:02 a.m. Introductions were given.

The minutes of the Wednesday, Feb. 28 meeting were presented. Diane Adams moved and it was seconded that the minutes be approved. **Motion passed.**

**COMPASS AND COMPUTER RELATED ISSUES****Status of Horizon & "Rome":**

- Mark Koukol recently attended a WebEx information session about "Rome." It is based on Unicorn (the Sirsi product). SirsiDynix intends to beta test Rome in the summer and to release a final version "at the end of the year." They will support our version of Horizon for at least 6 years; they will release bug fixes, but will not add any new features. ALS's contract with SirsiDynix runs through Aug. 2008.
- Intended Rome enhancements: ordering/prioritizing hold fill locations (to better distribute requests among libraries), the option for a web-based staff client (especially useful to the Bookmobile and libraries with low bandwidth).
- Workstation requirements for Rome: 512 MB minimum RAM (1 GB preferred), 1 GHz minimum processor speed, Operating System Windows 2000, Windows XP, or Mac OSX (these are less demanding than Horizon 8.0 was billed to be).
- Telephone telemessaging will not be supported on Rome, so would require a switch down the road.
- There would be a fee to migrate ALS's database to Rome, but no new license fee.
- On a different but related note, Sybase will discontinue support for the product we use to run Horizon in Nov. 2008. ALS will need to get the new version of Sybase or of Oracle (which is what Rome will use).

**Questions or problems with Horizon functions:**

- MNLink is working on resolving their bugs (which are requiring the iPac to be restarted occasionally).
- Bib records marked "Staff Only" show up in the iPac with a title browse, but not a keyword search. This is a bug that SirsiDynix knows about but is not fixing. ALS continues to run title suppression/unsuppression every couple of months to help hide/display the affected titles, but it won't work completely due to the bug. Catalogers were reminded to mark the bib records "Staff-only" when deleting the last item record (use the exclamation point icon; ask Shelley if you need help with this).

**Status report: Telephone Messaging implementation:**

- ALS has a quote and is working on finding the money to install the 3 additional analog phone lines needed. Because of the timing, these lines will be full cost, not e-rated.
- Implementation definitely will not be until after the internet provider transitions scheduled for July 1.
- Questions were fielded regarding how the system would work with printed notices and email notices. Libraries which currently pay ALS to run notices can continue to pay for the printing of notices for calls which were not able to be completed. Others can print their own notices or use EasyAsk to run overdue reports. All libraries will be able to use the email notice option. More details will be forthcoming.

## Status report: Wide Area Network transition by July 1, 2007

- Current Mediacom and FrontierNet libraries (except Kinney) will move to a T-1 line from NeNet.
- ALS will go back onto a T-3 fiber line from NeNet.
- The CPTelecom contract lasts 2 more years; NeNet will need to integrate with CP Telecom.

## Status report: implementation of downloadable books from OverDrive

- A contract has been signed with OverDrive. Training is being provided for the team who will be ordering titles from OverDrive (Rebecca Patton & Jennifer Rudolph from ALS; Nancy Riesgraf, Cheryl Gillis and Enid Costley from Hibbing, and Renee Zurn from Duluth)
- OverDrive is setting up a web site for ALS that will look similar to the ALS web site. It will be an estimated 10-12 weeks until titles are available for patrons to download.
- Patrons will either need to download titles to an MP3 player or to download titles onto their computer and then upload them onto an iPod. ALS is looking into getting an MP3 player for each member library so staff will be able to learn how to use OverDrive. Some libraries will have a computer terminal dedicated to downloading audiobooks; other libraries will not.
- OverDrive accesses Dynix Horizon to authenticate patron barcodes. It can require a PIN number. **Based on an informal show of hands, it was decided NOT to require a PIN number.**
- ALS will be able to disallow OverDrive downloads based on ONE blocking criteria (there is no ability for each member library to use its own system block parameters). Mark Koukol shared a printout of each member library's system block parameters (fines and fees, number of overdue items, etc.). **Based on discussion and an informal show of hands, it was decided to use the median numbers for fines and overdues as the block parameters for downloading OverDrive titles.** OverDrive will block downloads on expired cards as well.
- OverDrive recommends limiting downloads to 10 items at a time (they stay checked out for the full loan period; they cannot be "returned" as soon as the patron is done listening). ALS libraries suggested that at least at first, when the collection of available titles is still small, the limit be below 10. ALS will also look into the "always available" titles, which can be checked out by multiple patrons at one time.

## ALS 2008 Technology plan

- The ALS Board has adopted ALS's technology plan. ALS will let member libraries know when it is available on the web site; contact Jim Weikum if you would like to see it sooner.

## Staff reports: Shelley Rogers

- Shelley offered some extra copies of Cormac McCarthy's The Road (an Oprah book club selection). All available copies were claimed.
- Shelley inquired about combining bib records of different editions of titles. She has not yet received a response—she will report back on this subject.
- Some of the AV packets need updating on the ALS web site; Jennifer Rudolph will do this after she is trained on modifying the new web site. Shelley also asked that if anyone encounters a fast add bib record for a title in their rotating packets, they send the items to her for immediate cataloging and return.
- ALS still has approximately 10,000 paid for bib records from OCLC to use by June 30.
- There will be an authority control project done this summer that will have a significant effect on cataloging procedures. The project will take place in July and is expected to last 2 weeks. All full bib records in the catalog will be sent to MARCIVE for cleanup. MARCIVE will update/clean up name, subject, and uniform title authorities; it will do other minor bib record clean up; it will merge duplicate records based on ISBN and publication data; and it will add Accelerated Reader and Lexile

measurement level information. MARCIVE will not change local subject headings. MARCIVE will then return the modified records to ALS, who will replace the old records with the cleaned-up ones. For this reason, **during the 2-week project window, no changes may be made to any full bib records that were in the system before the project started, and no item records attached to those bib records may be added to or modified during the 2-week project window.** (For example, during this time period, item records may not be created for new magazine issues; if the new Harry Potter book arrives during this time period, you cannot overlay your on-order barcode with the real barcode, etc. If, however, there is a brief acquisitions record, items may be added, or barcodes may be changed.) **Any changes made to existing full bib records or to items attached to existing bib records during this time period will disappear when the cleaned-up records return to the system and overlay any changes you made.** Libraries may choose to not catalog during this window, or to keep track on paper of all new items so that they can be catalogued after the project is completed. Particularly in the case of the Harry Potter book, it may be a good idea to enter the barcodes you intend to put on your copies of the book into the item records *before* the project starts. **The project will NOT affect circulation.** Shelley will notify libraries when the project will start. **Please contact Shelley Rogers if you have any questions about this project.**

#### **Other: Fibernet project / Ginny Richmond**

Ginny Richmond is Gilbert's representative for the multi-city "Iron Range Community Fibernet Project." The twelve participating cities are looking into wiring their cities with Fibernet and then either selling directly or contracting out bandwidth. Fibernet is infrastructure which allows the delivery of massive amounts of information at high speed; making it available to communities would allow for high-speed information delivery and could be a stimulus for economic development in involved communities. Contact Ginny if you would like more information about the project.

#### **Other: Damaged items / Ginny Richmond**

Ginny Richmond asked if libraries would like to have a check-in note put in the item record of interlibrary loan materials arriving in damaged condition. All present agreed that a note would be helpful in alerting staff to items needing repair—it was suggested that whoever creates the note puts their initials and library.

### **LIBRARY ISSUES**

#### **Patron privacy: local policies?**

There was discussion of how libraries handle patron privacy, particularly in the case of parents asking for information about materials their children or teens have checked out. State statute allows library data to be given to parents of anyone under the age of 18, with exceptions listed in statute 13.02 (if a minor requests and a responsible authority determines that withholding data would be in the best interest of the minor). Lawyers from different cities have offered differing interpretations particularly in the case of parents requesting information about teens. Different libraries have differing policies on whether information is given out over the phone, in person, with or without a signature, etc.

#### **Legislative Update:**

- Funding bills are moving into conference committees. There are significant differences between the House and Senate versions of the bills affecting libraries. Now would be a good time to contact your local legislators and urge them to support libraries.
- RE: Regional Library Basic System Support:
  - The House bill gives an increase of \$293,000 the 1st year (approximately \$30,000 would go to ALS) and \$460,000 the 2nd year.

- The Senate bill gives an increase of \$612,000 the 1st year, and \$4.5 million the 2nd year (they would provide funding the first year toward the Minneapolis/Hennepin County Library merger).
- RE: RLTA (Telecommunication Aid)
  - The House bill gives an increase of \$720,000 the first year and \$800,000 the second year.
  - The Senate bill gives an increase of \$990,000 the first year and \$1.1 million the second year.
- The Governor has publicly stated that he will not support any increase in taxes; the DFL does not currently believe it has enough cross-over support to override a veto.

**MNLink update:**

There is a MNLink Gateway Operations meeting scheduled for May 3. MNLink is working on some of its enhancements and bugs. More information will be forthcoming after May 3.

**Staff reports: Rebecca Patton:**

- Mail-a-Book has weeded AV titles available to ALS member libraries.
- Please register soon for May 1's Tech Expectations workshop.
- There is information on the ALS web site regarding how to use the Gates Foundation's DVD and brochures about your library's value to your community. The DVD and brochure feature large public libraries; perhaps they can be customized?
- ALS is offering an advocacy workshop on June 13; fliers for Library Board members will come soon.
- ALS's Reading to Dogs grant application was accepted; the program will start July 1.

**Staff reports: Jim Weikum:**

MELSA, with PBS, has created a 19-minute video on using the online reference databases. Their video was expensive to create, and features some databases to which ALS does not subscribe. They may be producing a video on the ELM databases which could be helpful to ALS. Jim is looking into what ALS can do to promote the databases to which we subscribe. It was suggested that perhaps ALS might include on its web site shorter video clips to be used for patron or staff tutorials.

**NCLC:**

- Contact Linda Wadman if you wish to participate the Soaring Streaming Video workshop on Fri., 4/28.

**Other:**

- Do any libraries use an effective scheduling program? (Those present found spreadsheets easier.)
- ALS is looking into getting "Kill-A-Watt" power use testers for libraries which were not given them by Minnesota Power and Lake Country Power.
- Please let Mark or Shari know if you find links in the new ALS web site that do not work.
- Discussion of how libraries handle "on sale" dates for books. Vendors may refuse to sell to customers who offer on sale materials for circulation before the release date.

Meeting adjourned at 12:20 p.m.

**Next meeting date: Wednesday, May 23.**

Respectfully submitted,  
Paula Chapman, Secretary