

Members present:

Paula Chapman/Aurora, Debby Bocnuk/Babbitt, Mary Lukkarila/Cloquet, Carla Powers/Duluth, Linda Chappell/Grand Marais, Ginny Richmond/Hibbing, Nancy Riesgraf/Hibbing, Diane Adams/International Falls, Linda Wadman/NCLC, Julie Billings/Silver Bay; Angeles Ankrum/ALS, Shari Fisher/ALS, Sharon Kangas/ALS, Mark Koukol/ALS, Rebecca Patton/ALS, Jim Weikum/ALS; Guest Ginny Brodeen/CRPLSA-MHS Coordinator

Acting Chair Diane Adams called the meeting to order at 10:33 a.m.

Approval of COMPASS minutes for May 26 meeting. **Approved.**

Paula Chapman was appointed Acting Secretary.

Introductions were made by all present.

Agenda order amended to move "Changes to the handling of the ALS Large Print collection" up in the agenda.

COMPASS AND COMPUTER RELATED ISSUES**Questions or problems with Horizon functions:**

- Scheduled maintenance of an Enventus-owned fiber cable supplying a fair portion of regional internet traffic went badly, causing intermittent outages to Horizon, ALS web mail, and various internet sites at various libraries. In future, Mark will communicate about such problems by both email and phone to ensure that all libraries receive the messages. The fiber problem has now been resolved. (Mark noted that if any library should accidentally delete a file, it may be recoverable, especially if recovered soon after the fact. A useful freeware program is "Recuva" by Piriform Software.)

Changes to handling the ALS Large Print collection:

- All libraries are asked to return all rotating large print items immediately. In future, large print collections will be rotated in a manner similar to the rotating audio and video collections. The large print collections will rotate every 8 weeks.
- All libraries are asked to immediately check their shelves for any rotating audio and video titles from previous rotations and to send them to the library at which they are currently scheduled.
- A new checklist for receiving and sending on rotating collections was distributed and will be emailed. **New: Put the new rotation date in the check-in note field.** Having this note pop up each time the item is checked in will prompt libraries to send the item to the next library at the correct time.
- Before sending on a rotating collection, libraries are asked to change the location code to the next library location, to reset the itype to alvrot/alarot, to change the rotation date in the rotation date field and in the check-in note field, and to scan each item through check-in so its status is changed to "In Transit."
- When receiving a rotating packet, missing items should be reported to ALS through the "Report Missing Titles" links. (If items are checked out at the previous library, libraries may wait a week before reporting them as missing.)

Horizon news, updates & upgrades:

- The newest release is Horizon 7.5A; this upgrade fixes the incompatibility of Horizon with Windows 7. It is, however, a fairly complicated upgrade, and Mark does not recommend it for current computers unless it is causing problems. If libraries would like Horizon 7.5A, contact Mark. Mark recommends putting Horizon 7.5A on any newly purchased Windows 7 computers.
- If anyone gets a middle tier error, contact ALS so Mark can restart the server. (The other cause of the middle tier error is an out-of-date version of Java.)
- Horizon 7.5.1 is forecast for later this year.

Issues with handling MnLINK ILL items:

- If an item received through MnLINK or WorldCat is lost, the library should contact Nancy King. While Horizon defaults to \$50, the actual charge may be different. The payment (made out to ALS, if a check) should go to Nancy King at ALS so she can send it to the appropriate library or entity.
- Libraries are reminded that MnLINK requires billing for lost items loaned out through MnLINK to be done within 90 days of the due date.
- ALS is looking into purchasing NCIP functionality through SirsiDynix that would significantly streamline the ILL procedures at the ALS Interlibrary Loan office.

ILS replacement process: update on consultant selection and ILS process

- Jim Weikum is in communication with Marshall Breeding, who is interested in serving ALS as a guide through the ILS replacement process.
- Jim Weikum is also communicating with Carla Powers from Duluth Public Library about the ILS replacement process.

Staff reports: none

Other: None

LIBRARY ISSUES

What's happening at your library?

- Mary Lukkarila/Cloquet: Cloquet Public Library is reducing their hours; they will be closed on Monday mornings. Their self-check machines are working well. The reduced demand on the Circulation Desk staff is allowing Mary to replace the position of a retiring staff member with an MLS-required position whose job duties tie in to the new strategic plan.
- Some libraries have noticed a significant increase in patrons trying to use library cards whose data have not been entered in Horizon. There is a slight delay in the entry of library card application data for Duluth and Bookmobile patrons. Libraries are asked to please enter new library cards into Horizon promptly.

Discussion topic: how are the 2011 budgets looking?

- Several libraries have been asked to turn in 0% increase budgets.
- Some libraries have received no information from their cities re: budgets.
- State Library Services has not yet given Minimum Level of Support figures.
- Three libraries are in the process of recertifying their 2010 Minimum Level of Support figures through State Library Services.

Legacy Amendment projects & programs

- Current issues/problems with Legacy Programs are the need for more advance information to be used for marketing, lack of staff time, and lack of funds for advertising. The Minnesota History Center is working on a revised catalog of Minnesota's Greatest Generation programs that will include more information about the programs. ALS will look at doing more paid ads in local newspapers.
- Rebecca is working with a variety of libraries on upcoming Legacy Fund programs through the Minnesota's Greatest Generation project
- Upcoming Legacy Fund program opportunities include:
 - Terrence Smith/Folk Dancing—he is willing to provide 29 days worth of programs in the region.
 - Connie Wanek/Spirit Lake poets—will be doing programs in Grand Marais and Duluth
 - Garrison Keillor and Louis Jenkins are willing to come to 3 or 4 libraries in April.
 - Beckie Prange and Joyce Sidman/poetry with children
 - Barbara Hanka/music lessons for children—willing to come to 10 libraries
 - Duluth Superior Symphony Orchestra “Music to You” programs in libraries—Rebecca sent an email to libraries asking who is interested
 - Rebecca is also looking into program possibilities with the Minnesota Crime Wave, John Sandford, cartooning for middle & high schoolers, theater, Native American music, adult photography, and local artist displays.
- Rebecca will contact libraries about removing passes for museums which will close for the season.
- Photographer Doug Ohman and various writers are working on a book about libraries in Minnesota. Doug Ohman has come/will be coming to 6 libraries in the ALS region; directors of those libraries have been notified.

Legislative update and re-cap of 2010 Minnesota Library Legislative Forum

- This year's approach was more low-key and focused on retaining existing funding.
- There was also a focus on presenting a united library front.
- ELM has received some cuts; it does not appear that there will be any current loss to existing databases.

Staff reports: Jim Weikum

- Sara Samuelson/Buhl is retiring.

Staff reports: Shari Fisher

- There is a cart of discarded rotating collection VHS tapes in the hallway.

Staff reports: Rebecca Patton

- Rebecca and ALS will work on a “Fully Engaged Customer Service” workshop with Cheryl Gould if libraries are interested and committed to sending staff.
- ALS has printed postcard flyers about the Health Databases; please let ALS know if you need more to distribute to your patrons.
- ALS has leftover sports/reading posters (Julie/Silver Bay noted that they had kids decorating the backs of their leftovers and making book covers from them.)

NCLC:

- Everyone who came to the Scratch/SMILE workshops at Grand Marais had a great time. (NOTE: A Scratch Workshop will be offered following the next CLAS meeting at ALS.)

- Linda is scheduling hands-on ELM training at one of the Eveleth-Gilbert schools computer labs on October 14. She will send out announcements shortly; contact her if you would like to send a staff member.
- Scholarship funds are still available; contact Linda.

Other: A reminder: the early bird registration for MLA will be closing; register soon if you intend to go.

Meeting adjourned at 1:00 p.m.

Next meeting date: Wednesday, September 22, 2010 @ 10:30 a.m.

Respectfully submitted,
Paula Chapman, Acting Secretary