

## COMPASS USERS' GROUP

DRAFT

Meeting Minutes of Wednesday, August 27, 2008

DRAFT

### **Members present:**

Paula Chapman-Aurora, Debby Bocnuk-Babbitt, Mary Zaitz-Chisholm, Mary Lukkarila-Cloquet, Amy Hay-Gilbert, Linda Chappell-Grand Marais, Marcia Anderson-Grand Rapids, Ginny Richmond-Hibbing, Nancy Riesgraf-Hibbing, Sue Sowers-Hoyt Lakes, Diane Adams-International Falls, Linda Wadman-NCLC, Sue Thompson-Two Harbors, and Nancy Maxwell-Virginia; Mark Koukol-ALS, Jim Weikum-ALS, Jessica Oftelie-Iron Range Research Center

President Nancy Maxwell called the meeting to order at 10:07 a.m.

Introductions were made by all present.

The minutes of 5/28/08 were presented. No corrections were noted; the minutes were approved as written.

### **COMPASS AND COMPUTER RELATED ISSUES**

#### **Questions or problems with Horizon functions:**

- Sue Thompson (Two Harbors) noted that PC Reliance will not print receipts unless it was installed from the original CD; the web download was missing those files. Mark K. is getting another copy of the full version of PC Reliance that will be made available for installation. The new version has a different name but is an upgrade of PC Reliance.

#### **Horizon news, updates & upgrades (another one is planned):**

- The new HIP server is in (the maintenance contract on the old one expired some time ago and it is no longer supported). ALS will contract with SirsiDynix to install HIP and migrate all of the files to it; it is under warranty for 3 years. The old server will be used as a back-up server. There is no news yet on release dates for Horizon 7.4.2 (expected this year) or 7.4.3 (expected next year).

#### **ILS replacement process: establishment of committee structure:**

- Committees were established to examine the present functionalities and to evaluate various aspects of potential products to replace Horizon. Each committee will have a moderator and 3 or more members. If any not present wish to serve on committees, please contact ALS. ALS will look into virtual meeting options. Input is welcomed and solicited from all; contact committee members with your input. Current committee membership is as follows:
  - Bibliographic Maintenance, Serials, Acquisitions:
    - Moderator: Jan Simmons (ALS)
    - Members: Chris Magnusson (HBG), Susan Krause (VAP), Mary Dahlen (MIF)
  - Circulation:
    - Moderator: Mark Koukol (ALS)
    - Members: Mary Lukkarila (MCQ), Faye Chessmen (RAP), Dawn Heisel (VAP)
  - Financial:
    - Moderator: Shari Fisher (ALS)
    - Members: Arrowhead Library System Board members
  - Public Access Catalog:
    - Moderator: Rebecca Patton (ALS)

- Members: Lis Boutang (MCQ), Nancy Riesgraf (HBG), Debby Bocnuk (BAB), Susan Hoppe (VAP)
- Reports:
  - Moderator: Mark Koukol (ALS)
  - Members: Diane Adams (MIF), Sue Sowers (HOY), Ginny Richmond (HBG)
- Horizon will be supported for 3 more years but with little new development.
- Any new product is likely to be web-based, which should mitigate the need for new equipment to run it and would eliminate current network limitations. This opens up the possibility of using thin clients (formerly known as “dumb terminals”) for staff work. Mark would also like to look into remote ILS server hosting for any new products.
- The timeline for the process of selecting a new product will be driven by ALS members. Adequate time will need to be allowed for making the transition.
- Jim Weikum is planning on recommending to the ALS Board that RLBSS funds be used to cover the cost of monthly automation fees to member public libraries (RLBSS monies are designated for public library support and may not be used for school library support). The ALS Board will then decide if they wish to act on this recommendation.
- Mark is quite impressed with the open source ILS provider Koha. From what he has seen, it performs all functions that Horizon does, and is infinitely adaptable. If a library or consortia wants a modification, they contract with a programmer to make it. Once an adaptation has been programmed, other libraries have the option of (at no cost) adding the adaptation as an enhancement to their system. It is web-based, offers remote server hosting, and has a reasonable pricing structure. Mark will send information about it out to the email list-serve. Koha does work with other consortia and has a version specifically designed for consortia use. Mark has also seen Evergreen. At this point, Evergreen looks less developed. Polaris is a traditional ILS that works with consortia.

**Status report on efforts to fill ALS cataloger vacancy:**

- Jan Simmons (a former head of Duluth Public Library’s Technical Services department) has been hired as a temporary 1/2-time cataloger at ALS; she brings with her cataloging and IT experience. She will start after Labor Day. She will do the uploads from OCLC, and will start with cataloging the backlog of ALS-owned items. Once she is caught up, she will be able to help with original cataloging for member libraries.

**Cataloging issues?:**

- ALS now covers the cost of CatExpress so it is available to all member libraries at no cost to them.
- Marcia (Grand Rapids) noted that the records for the Playaway titles are not consistent and no one search will pull up all of the Playaway titles.

**Self-Check and Time-Management applications: update:**

- No update at this time; the committee will meet following the COMPASS meeting.

**Staff reports: none**

**Other: none**

**LIBRARY ISSUES**

**Update on budget issues for member libraries, including Duluth:**

- David Ouse is the interim director until 9/1. He is actively seeking ways to restore cut hours to Duluth Public Library branches. If the City of Duluth fails to meet Maintenance of Effort, there could be serious consequences to Duluth Public Library's membership in the Arrowhead Library System. If that were the case, the State Library would work with the City of Duluth to determine if a resolution could be reached.
- After 9/1, David Ouse will be returning to the Reference Department, and Judy Sheriff and Renee Zurn will be the interim co-directors of the Duluth Public Library. The goal is to have a new director in place by January, but the title/job description for that position are currently under review.

#### **Status report on statewide Library funding/Maintenance of Effort task force:**

- The Maintenance of Effort task force has met and developed recommendations that they have informally brought to a Minnesota Association of Counties meeting. The Minnesota Association of Counties took the recommendations as information; language will go to the legislature for further consideration. Discussion has included defining capital expenditures, tying Maintenance of Effort to Local Government Aid, doing a multi-year average of adjusted net tax capacity, allowing cities to put away extra monies to give to the library for a special purchase without having that amount be included in the Maintenance of Effort amount. The desire is to allow for more flexibility with Maintenance of Effort requirements so that the overall concept may be preserved.

#### **“Museum Pass” program for the ALS region?**

- A Cloquet Public Library Board member wondered what possibilities there might be for Arrowhead Library System member libraries to offer a museum pass program similar to that offered by MELSA. MELSA's program involved grant and donor funding. Mary will investigate and report back with more information.

#### **Staff reports: Jim Weikum:**

- A summary of progress of ALS's long-range plan initiatives is included in this week's Weekly Weeder.
  - Evaluate Technical Services: ALS has a proposal from OHIONET to evaluate Technical Services; Shari and Jim will look at this possibility. Jim and Shari will also go to an October Minitex workshop on Technical Services evaluation.
  - Evaluate delivery services: At this point, no proposal with an acceptable price has been made.
  - Technology assessment: No proposal have been currently received.
  - Bring in a consultant to work with member libraries to facilitate the long range planning process and to write a long-range plan: ALS received 4 proposals. One was extremely expensive; the other 3 were given to an Ad-Hoc committee consisting of Amy Hay, Patrick Perry, Jim Weikum, and 3 ALS Board members. The committee recommended hiring Whitney Crettol; while her price was higher than that of Library Consultants, Whitney budgeted for spending more time with library directors, staff, and local focus groups. She has been on the Virginia Public Library Board and has experience with assisting other groups in this region with planning. The process of working with all member libraries will be a 3-4 year process, and ALS is committed to making it work for everyone. The recommendation to hire Whitney Crettol will be considered at the ALS Board meeting on Sept. 11.
  - Obtain a region-wide Return on Investment study: At present, it looks like the state is considering having the Bureau of Business and Economic Research at the Labontz School of Business and Economics at UMD do a state-wide return on investment study of library services. The state study would reduce the amount of local data available, so Jim will investigate contracting for supplementary data specific to the Arrowhead Library System region. Information regarding the value of library services in the community could be shared with City

Councils and County Commissioners. Mary Lukkarila has culled information about the value of library services using an online calculator tool; she will send out the link to the list serve.

**NCLC:**

- There will be at least 2 locations for this year's SOARING sessions—the Arrowhead Library System headquarters and hopefully UMD. SOARING sessions may also be streamlined to local desktops.
- Linda sent a link to the ALA Web 2.0 application for making Read posters to the list serve.
- 30 people are participating in the second round of 23 Things on a Stick; to date, 8 have completed the program. This round ends on 9/15. A statewide project, perhaps in a slightly different format, is planned for the winter. There will be a reception at ALA for those who finished the 23 Things program.
- The multitypes are sponsoring the developer of LibraryThing at MLA.

**Other:**

- Jim Weikum: The Reader's Advisory workshop with Nancy Pearl, scheduled for Sept. 10 at ALS, is filling up fast; register soon!
- Marcia Anderson: Nancy Pearl will be doing a presentation at the Grand Rapids Public Library in the afternoon of Sept. 10. Also NPR's Story Corps is in Grand Rapids for 3 weeks doing interviews. Anyone interested in sharing their story can call or go the web site to set up an appointment for a 45-minute to 1-hour discussion. KAXE will get a complete set of the discussions as will the Grand Rapids Public Library. Marcia is wondering if any libraries have done an outreach campaign re: digital TV conversion.
- Ginny Richmond: The Social Security Administration has redesigned their web site. The retirement application will be online starting in October; more people may be coming to libraries for computers and assistance in filling out the forms. Ginny will talk to someone at the Social Security Administration office in Hibbing and will suggest that they give information about the site and forms to area libraries.
- Replacing the fiber lines to libraries is going more slowly than Mark had hoped.

Meeting adjourned at 12:23 p.m.

**Next meeting date: Wednesday, September 24, 2008.**

Respectfully submitted,  
Paula Chapman, Secretary