

Members present:

Shari Fisher-ALS, Mark Koukol-ALS, Rebecca Patton-ALS, Shelley Rogers-ALS, Jim Weikum-ALS; Paula Chapman-Aurora, Debby Bocnuk-Babbitt, Mary Lukkarila-Cloquet, MaryBeth Kafut-Eveleth, Amy Hay-Gilbert, Linda Chappell-Grand Marais, Janet Coy-Grand Rapids, Ginny Richmond-Hibbing, Nancy Riesgraf-Hibbing, Diane Adams-International Falls, Jessica Oftelie-Iron Range Research Center, Sally Peterangelo-Mountain Iron, Linda Wadman-NCLC, Sue Thompson-Two Harbors, and Nancy Maxwell-Virginia

President Nancy Maxwell called the meeting called to order at 10:00 a.m. Introductions were given.

The minutes of the Wednesday, May 23 meeting were presented. The misspelling of Babbitt in the "Members present" section was noted. Sally Peterangelo moved and it was seconded that the minutes be approved as corrected. **PASSED.**

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

- Microsoft is phasing in the Microsoft Vista operating system. Horizon indicates that it will work in the Vista environment, but it has not yet been certified. There may be potential problems with 3rd-party products (printers, anti-virus programs, etc.). Mark will look into it.

Horizon updates; new "Symphony" product:

- SirsiDynix is planning on two updates for our version of Horizon. They are intending to release a version with bug fixes by the end of this year, and another with added features next spring, ending up at version 7.41. The new features could greatly enhance and expedite the Interlibrary Loan work done by Nancy King and Linda Wadman. SirsiDynix intends to update the IPAC to version 3.09. Support on our Horizon product is promised for at least 6 years.
- The SirsiDynix CEO was refreshingly candid about problems needing to be addressed.
- Horizon Symphony is scheduled for BETA release by the end of this year. Clients presently operating the Unicorn product and migrating to Symphony will in effect be receiving an upgrade of their product. ALS is under no obligation to migrate to Symphony when the present contract expires. At that time, it could be possible to do shorter-term Horizon contracts with SirsiDynix and observe how Symphony plays out.

Telephone Messaging implementation schedule & need for e-mail addresses:

- ALS now has the machine and software for Telephone Messaging 3; staff are working on setting it up with Horizon and testing it. More information will be given to libraries before going live.
- The system has both incoming call components (patrons can dial in, enter their barcode and pin number, and receive voice-automated information about holds and blocks) and outgoing call components (the system places calls to patrons about holds that have been received and about overdues—information is based on day-end processing, so calls are made the day after the item arrives).
- The outgoing end makes 3 attempts to call; overdue calls will be placed on the same schedule that notices are currently sent. If the call is never answered, and an email address is present, it will attempt to send the patron an email. If the system does not make any contact, the failed attempts will be logged

and will show up in a report so the home library can contact their patron. More information will be given to libraries about options for receiving the reports on telephone messaging activity.

- There is also the option to notify by email instead of by phone; more information will be given to libraries about how to set up the patron record so that email notification is the default option.
- Telephone Messaging 3 is working on how billing notices will be handled. ALS will insure that libraries that presently pay ALS for notices will not lose service.
- Please make sure to include an area code when entering patron phone numbers. The Horizon-friendly format is xxx-xxx-xxxx.
- Because student phone numbers are not included in school library patron accounts, the system will not phone students who check things out on their school library account. ALS will discuss with the schools the possibility of emailing school notices to the school librarian to forward to the appropriate teachers.
- At this point, Telephone Messaging 3 will NOT place calls for MnLINK holds which have come in; libraries will need to continue to place these calls.

Review of parameters for “Holds”:

- Questions were raised about why patrons are sometimes bumped around in the hold queue order. It was noted that when records with holds are merged, the system alternates holds from each record rather than ordering them by date. Questions were also raised about how item-specific holds fall in the ordering, or if all holds placed when there is only one item on a record default to item-specific holds or whether they are distributed among all copies when additional copies are added. Mark will look into it.
- If libraries are unable to supply an item on the router list, they should select “Keep Item.” This will allow the hold to be sent on to another library rather than deleting the hold altogether.

Status report: implementation of downloadable books from OverDrive:

- At present, there are 460 titles and 504 copies of downloadable audio books (duplicate copies of titles are ordered of some New York Times bestseller titles and when there are more than 5 holds on a title). At present, there are 352 downloadable items checked out; the collection’s total circ is over 1000. 316 unique library patrons have used the collection to date.
- New downloadable audio book titles are ordered every couple of weeks. Let someone on the ordering committee know if patrons have suggestions; some westerns have been added.
- If patrons are having a problem with OverDrive that you cannot solve, please give them the OVERDRIVE support email address (NOT an ALS staff member’s address or phone number). The most common problem is with burning items to CD. In many cases, this happens because the media rights on the patron’s computer need to be updated or renewed. (To renew the media rights, open the OverDrive console, and select “renew media rights” from the Tools menu.) The second most common problem is a corrupted file—this most frequently happens to users with dial-up Internet service whose files are interrupted before completing the download process. The only solution to this problem is to try to download the file again.
- Files that are burned to CD are permanent. Files that are downloaded to a computer or transferred to an MP3 player are de-activated (and inaccessible) after the due date, but need to be manually deleted.
- According to OverDrive licensing agreements, OverDrive products MAY NOT be downloaded on ANY library computer unless it is a licensed (paid for) OverDrive download station.
- To find OverDrive titles in the IPAC, do a keyword search for “Electronic Resource.”
- It was noted that there might be ISBN discrepancies in OverDrive’s records.

Results of Marcive authority control project; Accelerated Reader display info:

- Accelerated Reader information appears in the “Study Program Information Notes” (field 526 in the MARC record). The first number is the reading level; the second number is the points level. Mark is

looking into the feasibility of developing a search by Accelerated Reader and the reading level; at present, this does not work.

- At present, no analysis of an individual library's AR collection can be done unless the library location is in the BIB record rather than the item record. Mark is checking with SirsiDynix to find out if a report could be made available by item location and at what cost.
- By Shelley's estimate, about half of the bib records were modified in the Marcive authority control project, and she thanks everyone for their patience during it. Some records remain to be fixed manually; Shelley will work on those as time allows. She found the project worth doing—but because of the time it took and the interruption to work flow, would recommend waiting a while before doing a similar project.

Increased Spam filtering: implications of going to the “next level”:

- Spam is presently being filtered at the highest possible level. Upping the filtering level would delete legitimate mail from MELSA as well as other sources.
- Some libraries are using alternate email programs for receiving their mail; Thunderbird (free) and Outlook email (paid) both have helpful spam filters. Mark can also, upon request, change your email address—this would for a time reduce the amount of spam, but would necessitate your notifying everyone who needs it of your new email address.

Debriefing: Wide Area Network transition June/July, 2007:

- The Wide Area Network transition has been made; most libraries (exceptions Kinney & Baudette) were transitioned to NeNet T-1 lines. The result seems to be improved services to both the public and the school libraries as well as to the ALS building. The only remaining problems are with school libraries that have left NeNet—and the trouble seems to be on the school end rather than with NeNet. NeNet is working on staying competitive in the e-rate bidding process; ALS can also consider service as well as price when the network comes up for bid again.

New member: NCLC participation in COMPASS:

- NCLC expressed interest in becoming a COMPASS member. While they have a very limited collection, they are already using member libraries for Interlibrary Loan for schools and academics. Receiving the training would allow them to better assist the schools, and they would also use the system for tracking ILL's. It was motioned and seconded that NCLC be accepted as a participating COMPASS member.
PASSED

Staff reports: Rebecca Patton

- Cook Public Library is now a full-circulation member of COMPASS. Rebecca Patton and Mark Koukol provided Circulation training, and brief training on using the Ipac, StaffPac, and Interlibrary Loan. Shelley Rogers will provide cataloging training. Please notify the Cook Librarian and/or Rebecca Patton if Cook patrons have questions about Interlibrary Loan.

Staff reports: Mark Koukol

- It was discovered that 80% of the traffic going through the shadow iPrism site in Duluth was coming from outside the system (and in many cases, outside of the state or country. Users may have been pointing to the iPrism browser to mask their IP address.) Such traffic has been blocked; this should allow better/faster access for legitimate traffic.

Other: Linda Wadman

- A new round of scholarships has been approved; 2 went to school staff, and one to Debby Bocnuk to attend PLA next year.

LIBRARY ISSUES**ASCOLD appointment to ALS Governing Board standing committees:**

- Positions were up for reappointment or open on various ASCOLD committees (these committees meet on an irregular basis).
- On the Budget, Planning and Evaluating committee, Janet Coy was nominated for reappointment and Mary Lukkarila was nominated to fill the vacant position.
- On the Planning Committee, Patrick Perry was nominated for reappointment and Amy Hay was nominated to fill the vacant position.
- On the Policy and Bylaws committee, Sue Thompson and Sue Sowers were nominated for reappointment.
- It was moved and seconded that the nominated slate be appointed to the committees. **PASSED**

Disbursement methods for Cross-Over and Best Seller funds:

- In 2008, ALS will discontinue holding funds on account for libraries; this will reduce the staff labor involved in double tracking (both at ALS and at the libraries) and improve the timely payment of invoices. Ingram, Brodart, and Baker and Taylor are all willing to hold Best Seller and Cross-Over funds on account for interested libraries. ALS would also be willing to apply cross-over funds to regular ALS fees. Each library will have the option of letting Shari know how they would like to receive the cross-over and best seller funds (ALS could apply to fees, deposit to willing vendors, or cut the library a check—with an accompanying letter to cities letting them know how monies may be spent and that these funds are not intended to cover operating expenses). Let Shari know if there are other vendors you would like contacted about holding funds on account.

Staff reports: Shelley Rogers:

- ALS is looking into possible new electronic resources. Trial accounts have been set up for Rosen's Teen Health and Wellness database and for Marshall Cavendish's digital reference resources. Libraries are encouraged to try these out (contact Shelley for the password); they will be discussed at the October Compass meeting.
- It was noted that ELM does not have a full online encyclopedia. MINITEX is looking at health databases; Gale will do a database demo for the Reference committee librarians on 10/9.
- Shelley Rogers will soon be sending out brochures featuring business databases for start-up businesses for libraries to distribute. ALS is working on brochures about the ELM databases targeted to children (not yet sure if different formats targeted to different age groups) and to adults.

Staff reports: Rebecca Patton:

- Rebecca will be getting information to libraries about the "Love Your Library" fundraiser drive. Posters and envelopes have brought the best results, so she is considering discontinuing the bookmarks. ALS pays the set-up costs; libraries pay the labor and material costs. ALS is willing to do utility bill flyers for requesting libraries. Libraries might also consider a statement encouraging donors to check with their employers about matching gifts.

- ALS will be hosting the “Each Of Us Is a Trainer” workshop on 10/10 from 9-3:30. This workshop is different from previously hosted workshops, and will also feature a training session on mending.

NCLC:

- NCLC will be doing a member survey about how to apply extra funds.

Other:

- Mountain Iron Public Library recently remodeled.
- Members present were informally polled about how often they clean computers and who does the cleaning. Cleaning practices and frequency varied by library.
- Cloquet Public Library may be closed for a week in the near future for carpet cleaning.
- Progress is being made on the air conditioning at Hibbing Public Library.
- There was a discussion of records retention; the city of Grand Rapids is working on the retention of all library e-correspondence. Information will be sent to libraries about the statutory records retention schedule.

Meeting adjourned at 12:33 p.m.

Next meeting date: Wednesday, October 31, 2007.

Respectfully submitted,
Paula Chapman, Secretary