

## Compass minutes

Wed. Feb 28 2018 10:00 am

Attendance:

**Libraries present:** Carla Powers/Duluth, Marcia Anderson/Grand Rapids, Crystal Phillips/Cook, MaryEllen Higgins/Eveleth, Su Dabbas/Gilbert, Ty Pulkkinen, Emily Ekstrand-Brummer/Hibbing, Julie Billings/Silver Bay, Nancy Maxwell/ Virginia PL, Anne Lundquist, Beth Sorenson/ Cloquet PL, Paula Chapman/Aurora, Kelli Pelland/Baudette PL, Diane Adams/ International Falls PL,

**Libraries** attending via Zoom Meeting: Lisa Pennala/Babbitt, Jodie Johnson/Carlton, Liv Mostad-Jensen/Coleraine

**Staff present:** Shari Fisher, ALS, Chris Magnusson, ALS, Mollie Stanford, ALS, Jim Weikum, ALS, Chadd Niles, ALS

NOTE: All documents handed out at the meeting are in the Google Shared Drive in the folder: Feb COMPASS minutes

Here's the link to February 2018 meeting

folder: <https://drive.google.com/open?id=1Zn5ecZgT4IF7luJ2p1HTYx96J-v51SC1>

Here's a link to the general COMPASS folder,

too: <https://drive.google.com/open?id=0BzYA6crz7ZOqMWICNVNnRmliNVk>

2. Approval of COMPAS minutes for December 6, 2017 meeting

Su Dabbas moved to approve. Mary Ellen Higgins second/ approved by all

3. What's happening at your library?!

**IFalls** completely changing summer reading set up to focus on developing a reading habit. They are Encouraging more use of student cards.

**Silver Bay** busy, multiple programs, getting ready for Nat'l library Week

**Cloquet**, Beth & Anne weeding NF ; created TWEEN space,

**Hibbing**, seed library starting, received donation of seeds from Seed savers, including start up kit,( seedsavers.org), Library doing class on seed saving,, Winter reading ends today.

**Babbitt**, updating bylaws

**Eveleth**, hiring clerk, afterschool movie programs, also developing other programs, Friends getting organized.

**Baudette**, replacing door and window, ran grief support series, created TWEEN space, Planning Easter program with animals from humane society

**Duluth**, working on library behavior policy, had security issues , working on virtual library card project with plan to roll out in summer,

**Aurora**, programming: Katherine Johnson, Mpls guitar quartet, Are partnering with assisted living facility to do programs, Friends partner for programming there also. Will do early literacy parent workshops with Hoyt Lakes

**Gilbert**, also working with ECFE, dealing with patron behavior issues, doing monthly calendar and posting on web site. Creating herb gardens. Planning food and craft programs from around the world for summer.

**Molly** Art Unlimited is developing an event web site. Libraries will be invited to submit events  
**Cook**, winter reading ends Friday, mystery party, teen event, kids challenge, Grant from IRRRB to include outdoor patio and seating.

**Virginia**, Queen City Reads in progress, author Allen Eskin to speak at Library

**Hoyt Lakes**, Sue S. participated in Blandin Leadership Program

4. COMPASS and Technology Related Issues.

Questions or issues with Horizon functions Horizon

**Report all irregularities to Chris**

- i. Borrower purge done on Jan 11. 28,000 records purged (expired more than 3 years)

Will Look at cleaning up older fines next year.

- ii. Borrower instructions on google drive: be sure to update all when address changes.
- iii. Pre overdue now going out on weekends, too.

Silver Bay school district merged libraries in Horizon and combined. Looks great!

- iv. Citrix 4.10 is out, but do not switch, stay with 4.6  
use citrix ATL whenever possible rather than horizon web  
(note newer computers: log off right click on citrix icon)  
should be not dropping characters
- v. cataloging: do not add items to fast adds for ILL  
authority update project starts next week. Process change should not impact libraries.  
Catalogers meeting with Duluth
- vi. Chris wants to start regular clean up twice yearly: missing reports and deletes.  
Expired hold reports should be done at least weekly.  
In transit report to be done weekly.  
Patron record renewals: should be set at 3 years for expiration
- i. suspended holds will show up on pull list

Mollie started document on Google drive on S-D technology trends and conference notes and presentations

Patron renewal Should we be sending reminder notices before they expire? **General consensus to send generic message before expiration asking people to visit library to update card.**

Will add comment to record when email sent. Comment should be deleted when card is updated.

5. Chadd reported on Enterprise and Helpdesk:

- i. working on including access to electronic books from individual library profiles
- ii. Working on retrieving cover art for DVDs
- iii. Enterprise update coming soon, may adopt for increased security.
- iv. Possible integration of Novelist? E Resource central –has issues with syncing overdrive. Now manually syncing.
- v. Help desk allows the tracking of issues. Log in to help desk and report issue (use ALS email).  
There is a knowledge base to search

6. Shari reported that since the Overdrive annual budget is divided equally each month, the budget is on track with where it should be. Cost per circ option is being tested, mostly for patron recommendations; other uses could be digital book clubs or seasonal titles
7. Round Robin: Hot spots  
Cook, having issues with not all equipment being returned,  
Cloquet has check sheet,  
HBG recommended checking to make sure it all works, limit 1/household  
customers sign agreement at check out  
check ASRL list-serve for discussion of lending hotspots
8. Library Issues
  - i. Annual Reports (Due April 1) help session March 15 1-4 or call Mollie for site visit. P29 and 30 are quirky –not auto-totaling. Documents are in shared folder.
  - ii. OCLC Reclamation project done. Inventories should be done on an ongoing basis.
  - iii. Training sessions scheduled.
  - iv. OCLC Holding for remainder of reclamation project. Will set automated processes up. Location codes are different. Delete process will change (change to withdrawn status) 90 days for processing. Should submit records soon. Wait until after reclamation project to update to latest horizon 7.5.5
9. Library Outreach:
  - ii. School Outreach: developing Digital Card to allow database access and Overdrive access  
Test - Brainstorming! Creating btype and bstat for digital use only (no physical check outs, no request for physical materials no blocks) (would be unique borrower codes) may be different configurations for schools on Horizon and schools not on Horizon)
  - iii. GR using teacher cards: Extended loan privileges good ONLY on GR items. Intended to be used for classroom items.
  - iv. **Discussion: Juvenile fines:** Carlton eliminated fines. Still charge for lost items. so far working well. Gilbert set up permission slips to let kids help to reduce fines. Cook lets kids “read” them off.
10. Update: Duluth demo with SirsiDynix is scheduled for April 12.
11. Legacy programming: list distributed Alexis is now scheduled in office one day/month
12. reminder **Tuesday April 24<sup>th</sup>, mandatory training session at ALS:** 2 morning sessions and 1 afternoon session; Sign up info has been sent out.

**Reschedule next COMPASS meeting: May 16 10 am.**

Lib leg day: 4 staff, 2 board, 2 libs. Monday eve. Briefing.

Gilbert looking for policy examples.