

Meeting called to order by Steve Harsin at 10:01 am.

1. Welcome and introductions:

Libraries present: Paula Chapman/Aurora, Kelli Pelland/Baudette, Katie Christenson/Chisholm, Mary Lukkarila/Cloquet, Crystal Phillips/Cook, Carla Powers/Duluth, MaryEllen Higgins/Eveleth, Nicole Miller/Gilbert, Steve Harsin/Grand Marais, Amanda St. John/Grand Marais, Sue Sowers/Hoyt Lakes, Diane Adams/International Falls, Katie Sundstrom/Two Harbors, Nancy Maxwell/Virginia

Libraries attending via GoTo Meeting: Lisa Pennala/Babbitt, Jodie Johnson/Carlton, Rachel Heinrich/Ely, Steve Devine-Jelinski/Moose Lake, Julie Billings/Silver Bay

ALS staff: Shari Fisher, Chadd Niles, Mollie Stanford, Jim Weikum, Robert Sundstrom (for part of meeting), Brian Minor (for part of meeting)

2. Approval of COMPASS minutes for December 7, 2016 meeting: m/s K. Sundstrom/D. Adams. Approved.

3. COMPASS and Technology Related Issues

a. Questions or issues with Horizon functions: none

b. Horizon news: updates, upgrades, etc.

i. Upcoming Horizon releases (7.5.4 and 7.5.4.1) & HIP releases (3.24.1): ALS will wait to schedule the latest upgrade to Horizon until the bugs have been worked out. ALS is also holding off on the new HIP release; it may not be necessary since we will be moving into the Enterprise search interface environment.

ii. SMS messaging: implementation schedule: need for consistent data entry: When entering phone numbers:

1. **There must be 10 digits (area code and number).** (Improper entry is resulting in calls being placed to overseas numbers).
2. **There must not be any alphabetical characters** (no x followed by an extension. Horizon cannot place calls to extensions)
3. **Hyphens are not necessary.**
4. **Use email whenever possible** (and make sure to check the notice by email box, code the phone number for no telephone calls, and check the pre-overdue notice box if the patrons wishes).
5. **If there is a message on an account about an incorrect phone number, correcting the number and removing the block will not cause a resumption of telemessaging. We must email Robert the patron's name/barcode number so that he can clear the block from the telemessaging system.**

If there is interest, ALS will absorb the cost of SMS messaging if there is interest.

(Libraries present felt there would be interest.) When it is available, there will be an additional check box for SMS messaging.

iii. Issues with debt collection: There were no problems among present libraries.

iv. BLUEcloud circulation: A beta version will be released soon.

v. Enterprise & eResource Central (ERC) interfaces: update:

1. The new catalog interface will be officially released on March 1. The address is <https://arrowhead.ent.sirsi.net/> Library staff are encouraged to explore the new interface so they are ready to share it with patrons.
 2. Brian is working on and will send out marketing info about the new interface.
 3. Drop-down menu wording was discussed and changed according to group consensus.
 4. Each library will have a separate home page (home room). Contact Chad with web links you would like in the left column of your page, and library contact information and the library picture you would like in the central column (if a different photo than the one currently used in the list of public libraries). Any information given to Chad by Feb. 24 will be included in the March 1 rollout; information given to Chad after Feb. 24 will be added some time after the release.
 5. Libraries should point any links to the ALS catalog on their web sites to the web address of the new catalog <https://arrowhead.ent.sirsi.net/> on March 1. Libraries should also set their home catalog to the address of their individual home room.
 6. The default search will include titles from OverDrive as well as from the Gale Virtual Reference Library. Horizon school library catalogs will include MackinVIA titles as a 4th option. Patrons will be able to download OverDrive titles from the catalog. At some point, Ebooks Minnesota will be an additional option.
 7. The classic catalog will remain available for the life of its host server.
 8. Patrons will be able to suspend and cancel holds, as well as change their pin number, from their online account. Changes made via the catalog will migrate into their patron records.
 9. If a patron's search comes up with no results, the catalog will offer the patron a link to MnLINK.
- vi. Other BLUEcloud news: none
- c. MnLINK migration and OCLC record reclamation: At this point, Chris is working toward being ready for the Enterprise interface release. **Libraries should at present focus on weeding and inventorying their collections. These projects should be completed by mid-October at the latest.** There is a folder in the shared drive with documents related to weeding and inventory. ALS has mobile equipment that may be borrowed by libraries working on an inventory, and Mollie and Chris are willing to schedule on-site visits to help libraries get started with a first-time inventory.
 - d. Non-resident borrower's cards: the volunteer committee will meet on March 2.
 - e. Student cards for online access: The possibility of libraries being able to offer database passes to students whose school libraries are not part of Horizon was discussed. PROS: students would be able to access the ALS and ELM databases regardless of whether they have a library card, or regardless of blocks on their library card. CONS: OverDrive resources might not be available due to contract language. ALS staff will look into the issue further.
 - f. Transparent Languages online product: Are any libraries using this product? International Falls uses Mango Languages, which offers good small library pricing without an annual fee.
 - g. Current balance of ALS materials budget for OverDrive: \$78,725 as of 2/1/17. OverDrive selector training will be offered on March 2, 1:00 pm in the ALS computer lab or via GoTo Meeting.
 - h. Other: Annual reports
 - i. Reciprocal borrowers report: Previously, ALS borrowers were counted as patrons of a local library if that library was their primary library; now they are counted as ALS

borrowers, so numbers may be different on this year's annual report. The State Library is aware that ALS is changing how borrowers are counted; you may include this as a note if required by an edit check.

- ii. Reciprocal loans: Different libraries have followed different practices on counting reciprocal loans. In the past, most interlibrary loans were credited BOTH to the lending library AND to the borrowing library. It is believed that, according to state definitions, interlibrary loans are credited to the library who checks out the item directly to the patron. ALS will confirm that the definition is correct. Again, numbers may be different on this year's annual report. The State Library is aware that ALS is changing how borrowers are counted; you may include this as a note if required by an edit check.
- iii. If numbers from the reports ALS has generated seem off, contact Mollie or Chris.

4. "Round-robin" questions of the day: Issuing library cards to disabled adults (role of parents/guardians/caregivers) & PC management software:

- a. Library cards for disabled adults (who is responsible?)
 - i. Jim Weikum will contact State Library Services on this topic
 - ii. Some libraries ask if the person has a legal guardian. If yes, that person needs to sign for the card.
 - iii. Some libraries just issue the card to the patron.
- b. PC management software (to manage patron computer time and printing)
 - i. Duluth currently has SAM from Comprise but is exploring other options. Does anyone use EnvisionWare?
 - ii. Kids can hack Cybrarian.
 - iii. Has Library Technology Guides reviewed PC management software?
 - iv. Duluth is also looking at software to manage credit card payments.
- c. Other: Security for Public iMac's: Does DeepFreeze (Faronics) work? Chadd: yes.

5. Library issues:

- a. What's happening at your library:
 - i. International Falls: is offering Hoopla (a downloadable movie/audio/music/TV/comic book site; payment is based on patron usage).
 - ii. Hoyt Lakes has been offering ongoing discovery tables with activities (KEVA planks, puzzles, snap circuits, etc.)
 - iii. Cloquet applied for a grant for STEM programming for adults; a retired professor is leading a series of book club meetings where participants read popular fiction titles but in the discussion, the science behind the story is drawn out. The grant included a copy of the books for each participant.
 - iv. Duluth is working to bring up credit card processing. Their Mount Royal Branch had a stuffed animal sleep-over. Staff took after-hours photos of the children's stuffed animals' "activities" in the library.
 - v. Two Harbors now has an art wall where various local artists can put up displays of their work.
 - vi. Baudette made gingerbread cabins on their 'Take Your Child to the Library' day. A grief and loss support group is meeting after hours at the library. Local musicians will also be practicing at the library.
 - vii. Chisholm is interested in writing a grant to digitize their local history collection. It was pointed out that there may be copyright issues to consider. It was further pointed out that

if materials are to be included in the Minnesota Reflections collection, libraries must meet the Minnesota Historical Society's standards, which could be a barrier.

- viii. Eveleth Public Library still has a staff position open; they are having difficulties finding applicants who meet the minimum standard. The library has been hosting once-a-month movie nights and weekly game nights. A phenology group meets once a month at the library.
 - ix. Aurora Public Library has been partnering with the local Early Childhood Coalition in hosting various events for young children and their families, and has been working to encourage an early literacy component in the events. The Coalition partnered with the library on a "Night at the Library" story time. It was a successful event and was followed by a "Night at the Library II" story time the following month.
 - x. The Cook Public Library is hosting a cozy mystery food program; patrons are bringing dishes prepared from recipes in various cozy mystery series. (It started with Joanne Fluke's series and expanded.)
 - xi. Grand Marais has a new assistant director, and newly donated Mac's for public use. They have been doing extensive winter programming for Grand Marais residents who are unable to attend summer programming. Attendance has been great! The library has several new Board members. The library contracted with consultant Whitney Crettol to help the new board coalesce by working together on the library's next strategic plan.
 - xii. Virginia Public Library has a new web page (<https://www.virginiapubliclibrary.info/>). They are hosting a "Queen City Reads" program, featuring Brian Freeman's "Goodbye to the Dead." There will be book discussions (the library sold copies of the book to interested patrons) and an author visit. The library will hold a book sale the third week of April.
 - xiii. Jim Weikum: State Library Services has a new draft of the trustee handbook in the works. They are using the COSLA (<http://cosla.org/>) trustee manual template.
- b. ALS e-Rate plans:
- i. ALS is currently owed \$120,000 in e-rate funds. Although it has been requested since July, ALS has not yet received a letter of commitment.
 - ii. ALS hasn't filed the form 470 for request for service proposals, but it will eventually need to be filed.
 - iii. Current access is through NESC. Shari Fisher is scheduled to meet with NESC; the topic of bandwidth will be included in this meeting.
 - iv. Chadd Niles and Shari Fisher will meet with the Broadband Initiative, and will explore whether Wi-Fi hotspots are covered under e-rate.
- c. Minimum level of local support and fiscal practices for "excess funds": where do your City's unspent funds go at the end of the fiscal year? Response was about half-half city general fund vs. library fund. The City's organizational charter *should* determine this answer.
- d. Braille & Talking Book Library update: Mollie shared marketing resources with those present and will share them via email with those not present. Libraries may indicate how many copies they would like of each brochure/bookmark, and Mollie will place and distribute a group order.
- e. "Reading Night" idea: France did a country-wide coordinated library initiative of 12 hours of reading and literacy activities. Would ALS consider doing 4 hours of library activities at the Land of the Loon Festival? (Since this is an event in one specific location, perhaps libraries in that area might consider coordinating something?)
- f. Legacy programming update & options for "sharing" event tickets between libraries:
- i. Some libraries rarely request tickets for farther-away events, but patrons occasionally ask about them. Would any libraries be willing to share unclaimed tickets? (Some libraries

distribute tickets by a drawing, so no. Others would be willing.) Might ALS reserve a few tickets for each event to be available upon request?

- ii. “Old MacDonald Has a Banjo” has gone well so far; audiences have enjoyed the program. The performer also has a program for adults—would there be interest in this as a future program?
- iii. The Minnesota State Arts Board is again lobbying to have all state legacy Arts funds under their jurisdiction, to be disbursed through a competitive grant process. This would put libraries with smaller staffs and smaller patron bases (read: many libraries in northeastern Minnesota) at a disadvantage. Mollie is creating a legacy summary with talking points that we can use in communications with our legislators and representatives. Please do not, however, share the glossy brochure; it looks “too nice” and those seeing it may conclude that libraries are overfunded.
- g. ALS Membership requirements: meeting & training attendance requirements:
 - i. All current member libraries have submitted the required policies. This year, the focus is on meeting and training requirements.
 - ii. Libraries must have a current employee or representative attend one-half of the regularly scheduled COMPASS Users Group meetings held during the calendar year. These can be attended virtually or in person. **This means at least 5 meetings/year.**
 - iii. **Libraries must have at least one employee attend at least two (2) ALS sponsored and/or endorsed continuing education/training workshops each calendar year.** These can be attended virtually or in person.
 - iv. ALS are tracking attendance of ALS meetings and workshops; last year’s records were distributed for information purposes. This year, libraries should make sure they are meeting the requirements. ALS staff will follow up mid-year with any libraries not on track for attendance this year. **If you attend an online workshop from a list distributed by ALS staff, make sure to let Mollie Stanford know so she can record your attendance.**
- h. Other:
 - i. Information about Lincoln Center local screenings is available on the back table. More information is available at their web site:
http://screenings.lincolncenter.org/C.aspx?VP3=CMS3&VF=LNCLC1_1
 - ii. Don’t forget about the ALS print shop when considering materials promoting your library and its programs. (Grand Marais had Brian make a postcard with a photo of the library.)

6. Next meeting: April 26, 2017

7. Adjourned: 12:57 pm.

Respectfully submitted, Paula Chapman (substitute secretary)