

COMPASS Users Group

Arrowhead Library System

Wednesday, December 4, 2019

10:00 a.m.

Minutes

Libraries present: Katie Sundstrom/Two Harbors, Liv Mostad-Jensen/Coleraine, Sue Sowers/Hoyt Lakes, Crystal Phillips/Cook, Carla Powers/Duluth, Amanda St John/Grand Marais, Anna Amundson/Mountain Iron, Katie Christenson/Chisholm, Kelli Pelland/Baudette, Shelby Lonne-Rogentine/Moose Lake, Cari Oberstar/Buhl

Libraries attending via Zoom Meeting: Julie Billings/Silver Bay, Lisa Pennala/Babbitt, Paula Chapman/Aurora, Paula Fowler/Keewatin, Rachel Heinrich/Ely, Bethany Leseman/Carlton

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

1. Welcome and introductions/What's happening at your library? Read any good books lately?
 - a. **Two Harbors:** New Children's Librarian, firefighter story time.
 - b. **Jim, ALS:** Attending Broadband Taskforce meeting next week.
 - c. **Shari, ALS:** Receptionist position filled soon.
 - d. **Cook:** Received \$1000 health collection award from National Network of Libraries of Medicine (NNLM).
 - e. **Hoyt Lakes:** Gingerbread competition, cocoa bar to celebrate National Hot Cocoa Day, received Sisters in Crime award of \$1000.
 - f. **Buhl:** Snowflake competition, ordering large print books.
 - g. **Duluth:** Recent snowstorm caused Saturday closure, new bathroom construction almost finished.
 - h. **Baudette:** Upcoming used book sale, Santa Claws and Paws story time, crafts and cookie decorating.
 - i. **Chris, ALS:** Working veteran projects, local author Sandra Butalla will be back in April, her book is about women veterans, there is no cost for her programs.
 - j. **Silver Bay:** Friends Christmas Tea and Gift Basket fundraiser.
 - k. **Ely:** Working with Ely school and Vermilion Community College on projects, Harry Potter event, holding events in conjunction with *The Quiltmaker's Gift* theater production in January.
 - l. **Chadd, ALS:** Working with SirsiDynix on a new voice dialing system. Audio Book: *The Hunger Games*
 - m. **Chisholm:** Bids for new roof, passive craft week before Christmas.
 - n. **Grand Marais:** Library Director applications close on December 6, Friday night film series begins in January. Book: *In the Garden with Van Gogh* by Julie Merberg

o. **Mountain Iron:** Involved in city-wide focus on aging initiative, finding ways to connect to school that is no longer close to the library. Books: *Forgotten Garden* by Kate Morton, *The Last Thing You Surrender* by Leonard Pitts Jr.

p. **Moose Lake:** Retirements and new staff, weeding outdated technology including computers and cassettes.

q. **Coleraine:** Used ALS mini grant to purchase game/art cart, upcoming classes include lotion making, lefse and krumkake making. Book: *The Reckoning* by Yrsa Sigurdardottir

r. **Babbitt:** Christmas party with cocoa and cookies and Steve Solkela.

s. **Aurora:** Partnering with local assisted living facility to host Winter Wellness Legacy program. Book: *Jane and the Twelve Days of Christmas* by Stephanie Barron

t. **Carlton:** Holiday market, crafts and basket raffle. Book: *100 Ways to Simplify Your Life* by Joyce Meyer

2. Approval of COMPASS minutes for October 23, 2019 meeting. **C. Powers/A. Amundson, Motion Approved**

3. COMPASS and Technology Related Issues.

a. Questions or issues with Horizon functions.

i. **Holidays:** Standardized closed days (see handout), let Chris M. or Robert know if you have additional closed days.

ii. **BLUEcloud update:**

MobileStaff: New picture, name change, kiosk model coming in 2020, self-check on devices, notes to patrons can be seen, pull list can limit by collection, offline mode.

Cataloging: Template for adding items, set up required (in development), add items in batch, best sources ranked according to best results, Horizon to BLUEcloud instantaneous (2020), security can be set up more strictly. Let Chris M. know about any login issues.

Circulation: Email receipts, book drop check in (work in progress), BLUEcloud for staff (still in progress).

iii. **Patron block rules:** New non-resident Btype NT Horizon blocks: Overdrive, RBDigital, Chilton, Novelist, MnLINK (when using My Library).

iv. **Horizon bugs:** Citrix workspace (latest version) reducing overlapping and disappearing buttons, freezing and closing caused by working too fast. Let Chris M. know about Horizon problems.

b. Update: annual expired borrower record purge

i. **SirsiDynix:** Deleted borrowers with fines expired for more than 7 years. Not deleted: borrowers with lost fees, borrowers with comments. Chris M. will send a list of borrowers, expired more than three years with fines.

c. Enterprise: request restriction bug

i. **BookMyne:** Not obeying Horizon rules. Let Chris M. know if something ends up on a pull list that is not requestable.

d. Temporary borrower cards: they're ready!

i. **Recommendation/Review:** Thank you to Katie S. for heading the temporary borrower committee, libraries must be in compliance with MN Human Rights Act, ALS staff reviewed MN resident/non-resident definitions (Non-Resident/Temporary Borrower handout)

ii. **Temporary Borrower Cards:** Pre-barcoded, order form available. Jodie asked about fees and reissuing cards. Katie S. said Two Harbors is recommending a \$10 donation.

iii. **Issuing cards from other regions:** Agreement with East Central Regional Library System to issue cards in Moose Lake and Duluth, future conversations with border adjacent regions, let Jim know if ALS libraries see patrons from bordering regions.

e. **ALS website update: Special collections:** Photos of story kits are now on the ALS website and in the library catalog, please contact Paula for requests, Ellison die cuts are not in the library catalog. Thank you to MaryLei, Chris M., Paula, Mollie and Chadd for their work on this project.

f. **Balance of ALS materials budget for OverDrive:** annual budget divided equally each month.

i. **Macmillan titles:** As of November 1, ALS can purchase only one copy of new e-book titles during the first eight weeks, causing many holds and wait time, Overdrive and Libby apps display information about the restrictions.

ii. **Auto checkout changing in early 2020:** (handout & video) Hold redelivery will replace auto checkout allowing patrons to suspend a hold while keeping their place on the wait list.

5. "Round-robin" questions of the day

a. What procedures do libraries utilize to make sure that borrower information (phone numbers, mailing addresses, email addresses) are current?

Carlton: Reads information to patrons including addresses before renewing.

Chris M., ALS: Library staff should pay attention to notes in Horizon for example, card expiration, ask if information is current, make changes, delete note.

b. How are libraries managing lost and paid or missing items?

Grand Marais: Missing items remain in the system. After payment for lost/damaged items, information goes to collection development. Amanda asked if data on patron record is lost if item barcode is deleted. ALS is able to retrieve information from the patron record.

Two Harbors: After payment for lost items, circulation staff records information for cataloging then deletes record. Lost items are deleted after six months.

Hibbing: Prints two receipts after payment, one for patron, one for collection development.

Coleraine: Leaves lost items for a while, often the items are returned.

6. Library Issues

a. **Election of 2020 officers:** Katie Sundstrom—Chair, Katie Christenson—Vice Chair, Crystal Phillips—Secretary. **A. Amundson/A. St. John, Motion Approved**

b. **Meeting dates for 2020:** February 26, May 27, August 26, October 28, December 2. **K. Christenson/C. Oberstar, Motion Approved**

c. **Strategic plans and planning:** No money in 2020 budget, Jim will speak to Blandin about a possible grant.

d. **Youth Services & Training:** (Report handout). Winter Reading materials deadline is December 6. Mollie is asking for an increase in Kids' Stuff programs to \$75/program. Summer Reading Kickoff is February 7.

e. **Legacy programming update:** Mollie is scheduling events through June 2020. Every Voice Matters (April), Stories Sing! (May), Story Time with Chione (May), Grasping for Air (June), Enso Daiko (July).

f. **Gmail accounts:** Library staff with Gmail accounts are encouraged to verify recovery email and phone number. Let ALS staff know if you have issues accessing your email account.

7. Next meeting: February 26, 2020.

8. Katie S. adjourned, 11:43 a.m.