

## COMPASS Users Group

Arrowhead Library System

Wednesday, May 27, 2020

10:00 a.m.

Minutes

**Libraries attending via Zoom Meeting:** Katie Sundstrom/Two Harbors, Liv Mostad-Jensen/Coleraine, Sue Sowers/Hoyt Lakes, Crystal Phillips/Cook, Carla Powers/Duluth, Katie Christenson/Chisholm, Kelli Pelland/Baudette, Shelby Lonne-Rogentine/Moose Lake, Cari Oberstar/Buhl, Julie Billings/Silver Bay, Lisa Pennala/Babbitt, Rachel Heinrich/Ely, Bethany Leseman/Carlton, Su Dabbas/Gilbert, Will Richter/Grand Rapids, Diane Adams/International Falls, MaryEllen Higgins/Eveleth, Beth Sorenson/Cloquet

**ALS Staff via Zoom Meeting:** Jim Weikum, Shari Fisher, Mollie Stanford, Chadd Niles, Chris Magnusson

1. Welcome and introductions/3. What's happening at your library? Quarantined any good books lately?
  - a. **Chris M., ALS:** Minnesota Library Association Virtual Conference, September 30 – October 2, accepting proposals until June 18. 2022 MLA Conference will be held in Duluth.
  - b. **Babbitt:** Library reopened on May 20 with limit of 10 people in the building at a time. Plexiglass was installed for protection.
  - c. **Baudette:** Library has been open in limited capacity since March. Computer sessions by appointment, grab and go items for patrons, outdoor story times planned for summer.
  - d. **Jim, ALS:** The Bookmobile staff hopes to start curbside service soon, the truck is too small for social distancing. Mail-A-Book has been operating throughout the Stay at Home Order, staff are quarantining materials for three days before check in and using Bookmobile collection to fill patron requests. Marble Public Library and Calumet Public Library are open with limitations. Mountain Iron Public Library received local media coverage regarding their curbside delivery. Virginia Public Library staff are not in the building at this time.
  - e. **Buhl:** Library opening on June 1 by appointment only, staff are wearing masks, public is encouraged to wear masks. Planned summer reading activities include outdoor story strolls and make and take crafts.
  - f. **Chisholm:** Courier service resumed on May 22; curbside delivery started on May 27. No discussions about reopening the library at this time.
  - g. **Cloquet:** Curbside delivery began last week. Computers are available by appointment, three computers available, 45-minute sessions with cleaning in between sessions. Library is using Beanstack for summer reading. Welcome to new Adult Services Librarian, Courtney Dietsche.
  - h. **Coleraine:** Offering curbside pickup, computers by appointment, make and takes for summer reading. Liv found *Harry Potter and the Sorcerer's Stone* on Libby in Icelandic and Danish.

- i. **Cook:** Curbside service is getting busier. New moose sculpture outside the library. New exterior and indoor doors are being installed. Summer reading program includes bingo card and reading challenge for all ages.
- j. **Duluth:** Curbside delivery has been popular; the library is now accepting returns only during curbside pickups. Half of the library staff is laid off. Summer reading plans include Beanstack, story strolls in the parks and obstacle course. No plans for opening yet.
- k. **Ely:** Sidewalk obstacle course recommended to libraries. Curbside pickup available. Summer reading program will include weekly activity kits. No formal plans for reopening.
- l. **Gilbert:** Library is getting ready for courier delivery and curbside delivery. Once reopened, computer sessions by appointment. Summer reading program includes an 8-week story time packet.
- m. **Grand Rapids:** Library created a drive through window near the book drop. Summer reading activities include bingo cards, virtual Stay Safe at Home program and story walk. No plans to reopen yet.
- n. **Eveleth:** Library is closed, no curbside pickup. Summer reading program plans include packet drop-offs for kids. New website, [www.evelethpubliclibrary.com](http://www.evelethpubliclibrary.com).
- o. **Chadd, ALS:** Talked to Ty at Hibbing Public Library, the library is not open, some staff are working at the cemetery.
- p. **Hoyt Lakes:** Curbside delivery is going well, no plans to reopen yet. Check out the library's YouTube movie trailer. Summer reading program includes packets for kids, weekly drawings, story stroll, trivia, book talk, make and takes and parking lot bingo.
- q. **International Falls:** Library opened May 19, computer sessions by appointment. Summer reading program includes READsquared, make and takes, and story times.
- r. **Moose Lake:** Library open to the public on May 26, eight patrons and two staff allowed in the building at one time. Plexiglass installed at the desk, staff wearing masks, CDC signage posted throughout the building. Computers available by appointment. Summer reading plans include timed reading logs, bingo, trivia and virtual programs.
- s. **Carlton:** Holiday market, crafts and basket raffle. Book: *100 Ways to Simplify Your Life* by Joyce Meyer
- t. **Silver Bay:** Library opened last week with restrictions. Book drop is open, materials are quarantined 72 hours before check in. Masks are encouraged. Curbside delivery available, one computer for patrons, no chairs for sitting. Interviews for Library Director position begin in June. Virtual summer reading program with no contact incentives including activity packets and make and takes.
- u. **Two Harbors:** Using Beanstack for summer reading. Library website has information about summer reading, 100 Books before College and 1000 Books before Kindergarten. A pollinator garden will be installed outside the library.

2. Approval of COMPASS minutes for February 26, 2020 meeting. **D. Adams/M. Higgins, Motion Approved**

### 3. COMPASS and Technology Related Issues (with a little COVID-19 for flavoring).

#### a. Questions or issues with Horizon functions.

- i. **User security:** Notify ALS when staff leave so user accounts in Horizon can be disabled.
- ii. **Due dates:** Current due date is June 14, 2020. When ready to return to normal due dates, notices will be randomized.
- iii. **Shelving cart status:** During quarantine process hold will not fill right away, currently a one-day no hold setting. All libraries present indicated a desire for same day hold status. Chris M. will make that change.
- iv. **Holidays through May 31:** No fines, expired holds, notices, overdue or lost items.
- v. **Requests suspended:** Only for closed libraries—Hibbing, Virginia, Eveleth, Nashwauk and Keewatin.
- vi. **Borrower expirations:** Expirations have been pushed out to August to allow access to OverDrive.
- vii. **Transit groups:** Allows management of pull list while libraries are in the process of reopening, open to libraries doing delivery.
- viii. **When to send notices?**

1. **Hold notices:** Not ready to make a system-wide change because text across all notification formats (phone, SMS, email) would have to be changed and patrons would have to know individual library rules. Notice rules can be changed library by library. Grand Rapids is calling patrons and asking if they'd like to switch the SMS notification, most are switching. Contact Chris M. if interested in changing hold.

2. **Pre-overdue/Overdue notices:** This needs to be an all or nothing change, too many unique setups by library.

#### b. Horizon updates: 7.5.6 imminent and 7.6 scheduled for next year.

- i. **7.5.6** features include waiver button, block messages with 250 characters, ability to delete locations, solutions to the overlapping buttons, and enhanced password features. Please let ALS know when staff leave so passwords can be changed.
- ii. **7.6** update next year, not feature rich, more secure servers.

#### c. BLUEcloud products.

- i. **User security:** More vigilance needed when library staff leave.
- ii. **Libby update on Android:** Chadd commented that after the next Libby update in June, older Android devices will no longer be supported. Patrons should contact OverDrive support.

#### d. Marshall School migration to Horizon

- i. **Project on hold:** Staff are currently not allowed in the building

#### e. Balance of ALS materials budget for OverDrive: additional funds from RTLA:

- i. **Normal annual budget:** \$90,000/year split evenly per month
- ii. **RLTA funds:** Divided between the 12 regional library systems, ALS share \$46,000
- iii. **Crossover funds:** \$12,000 given back to ALS from libraries. Shari expressed appreciation for these allocated dollars.
- iv. **Additional funds:** Unused budget lines during COVID-19 including employee travel and conference expenses.

f. **E-Rate forms:** Both forms will be emailed to library directors to fill out and return to Shari by June 19, 2020.

- i. 479 form
- ii. Letter of Agency form

#### 5. "Round-robin" questions of the day

a. Can ALS libraries share photos of how they are quarantining library materials (Carlton)?

**Mollie:** Will send out an email and ask libraries to share quarantine photos.

b. How are libraries handling children in the library during the summer (Gilbert)?

**International Falls:** No age restrictions, no lingering, all toys, puzzles and games put away.

**Babbitt:** No toys, no Xbox available.

**Mollie:** Bookmobile will take into account family units and parents/caregivers with children when patrons are able to browse again.

**Carlton:** Toys and puzzles put away, make and takes available in activity room.

**Two Harbors:** Limits on the number of computers available.

**Gilbert:** Worried about cleaning public bathrooms.

**Duluth:** Also concerned about public bathrooms and safety when the library reopens.

#### 6. Library Issues

a. **Public library annual reports: thank you everybody!**

Mollie thanked all the libraries for submitting the annual report. Bestseller and Crossover checks have been sent. State Library Services may reach out with questions, let Mollie know if you need any help.

b. **Legacy programming update.**

Seven tours will be rescheduled, hopefully between September and December, Mollie will send out polls when dates are identified. Some venues will no longer be available for programs including schools and senior facilities.

Mollie has been in contact with state-wide colleges regarding what in-person programming might look like in the near future. Virtual programs are a challenge because the internet is not free and not always accessible. If you have ideas or questions about programs, let Mollie know.

ALS is offering a bookmark design contest and summer activity postcards for summer.

ALS is using RLTA funds to purchase a 2-year subscription to TumbleBooks Library. Promotional materials and information will be shared soon.

7. Next meeting: August 26, 2020.

8. Katie S. adjourned, 11:28 a.m.