

**Members present:**

Paula Chapman-Aurora, Debby Bocnuk-Babbitt, Mary Zaitz-Chisholm, Mary Lukkarila-Cloquet, MaryBeth Kafut-Eveleth, Amy Hay-Gilbert, Marcia Anderson-Grand Rapids, Ginny Richmond-Hibbing, Nancy Riesgraf-Hibbing, Sue Sowers-Hoyt Lakes, Sally Peterangelo-Mountain Iron, Linda Wadman-NCLC, Julie Billings-Silver Bay, Susan Thompson-Two Harbors, and Nancy Maxwell-Virginia; Shari Fisher-ALS, Sharon Kangas-ALS, Mark Koukol-ALS, Rebecca Patton-ALS, Shelley Rogers-ALS

President Nancy Maxwell called the meeting to order at 10:05 a.m.

Introductions were made by all present.

The minutes of January 30, 2008 were presented. No corrections were noted; the minutes were approved as written.

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

- Mark Koukol, in response to concerns about confusing wording on the item request buttons, asked for suggested wording for both the bib-level and the copy-level item request buttons. Suggested wordings were "request any copy" and "this copy only." Mark will change the wording on these buttons in the IPAC.

**Horizon news, updates & upgrades:**

- Horizon 7.4.2 is scheduled for release by the end of the year.

**Unique Management Systems:**

- Julie Billings shared information about Unique Management Systems, a collection agency that has a history of working with libraries. They have worked with SirsiDynix and their predecessor companies for a number of years. They have a product called "Debt Collect" which works in conjunction with the patron record data in Horizon (no social security number is required). The company helps with collections after local internal lost item procedures have failed. They use phone calls and letters, skip tracing, and credit reporting as means of persuading patrons to clear lost item charges.
- The biggest cost is the cost of the Debt Collect Module; the company then charges \$8.95 per patron.
- A representative from Unique Management Systems is willing to come make a presentation at a COMPASS meeting if members are interested; they also have a 90-day trial period option.
- Marcia Anderson noted that a library she worked at in Oregon used Unique Management Systems, and it was successful in recovering lost charges.
- Using Unique Management Systems would be an all-libraries-or-none proposition. Some parameters are defaults; others could be set by the individual library.
- Mark will investigate the costs of the Debt Collect Module.

**Procedure clarification for renewing materials from other libraries:**

- COMPASS members were reminded that when patrons call in to renew items, staff should be careful to make sure patrons know which items did and did not renew, and what the new dates are. (Some

libraries have a renewal period that is shorter than the original loan period.) It's also good to clarify if the patron wishes to renew items only on his/her own card, or on multiple cards in the same family.

- The easiest way to renew multiple items is from the patron's borrower record. List all items out, highlight the ones the patron desires to renew, and use the "renew" option from the check-out menu.
- There was some discussion about whether libraries verify the caller's identity before renewing items over the phone, and if they override maximum number of renewals or holds to renew items.
- Further discussion ensued about how libraries verify identity and location when issuing library cards. Most present require both photo ID and address verification (either a photo ID with current address or photo ID and a piece of mail addressed to the patron).
- Everyone is reminded that the telemessaging system has an automated call-in line that patrons can use to renew items over the phone using a menu system. The call-in number is 218-741-9085.

#### **Staff reports: Shelley Rogers:**

- When cataloging, please watch for Baker & Taylor Level 3 short records on OCLC and either do not import them into the catalog or make sure you replace them with a full record when one is available. These records are incomplete on-order records created by Baker & Taylor.

#### **Staff reports: Mark Koukol:**

- Mark is continuing to work on restoring view settings after the recent Horizon upgrade. If you run across problems, or would like changes or additions, let Mark know. You can make temporary one-time changes using the "display" button.
- Mark will be checking the compatibility of Horizon with the Business edition of Windows Vista. He will ask SirsiDynix about the compatibility of Horizon with other versions of Vista.
- Mark is looking into a couple of cataloging issues that have arisen since the upgrade. The "Copy Record" function is now fixed; he is continuing to look into "Batch create."
- There was some discussion on if libraries allow credit on patron borrower records. (This happens if a book that is lost and paid for is then found and checked in.) Some libraries allow credit, some don't. Everyone was reminded that if a patron pays for a lost book belonging to another library, the money should be sent to the owning library.

### **LIBRARY ISSUES**

#### **Staff reports: Rebecca Patton:**

- Let Rebecca know if you still need training on ChiltonLibrary.com or the Gale Virtual Reference Library.

#### **Staff reports: Shari Fisher:**

- Wed., Feb. 27 is Library Legislative Day. Let Shari know if you wish to go with the group or if you need information.

#### **Staff reports: Shelley Rogers:**

- Shelley has been working on brochures about the electronic databases. If you have not let Shelley know how many of the brochures targeted at children you would like she will send either 10 (for smaller libraries) or 25 (for larger libraries). The children's brochures are being printed and will be sent out soon. She is now working on developing a brochure about the electronic databases targeted toward junior high and high school students.

**NCLC:**

- Registration for the “23 Things on a Stick” program closed on Feb. 20. At last count there were 893 people registered; approximately 70 are from the NCLC region. Time to complete the assignments is a factor for participants. Linda is enjoying reading the participants’ blogs, and noted that reading them is a good way to exchange ideas.

**Other:**

- Sally Peterangelo sought someone going to the PLA conference who was willing to carpool and to share a room; she found someone. Shelley reminded everyone that you must be an MLA/PLA member to get the discounted registration rate. Several present noted that PLA conference is very worthwhile.

Meeting adjourned at 10:58 a.m.

**Next meeting date: Wednesday, April 23, 2008.**

Respectfully submitted,  
Paula Chapman, Secretary