

Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2012 (Symphony Users)
Minutes of the Meeting of April 12, 2012

CALL TO ORDER: A meeting of the ALS 2012 (Symphony Users) group was held at the Superiorland Library Cooperative in Marquette and via videoconference at the Bayliss Public Library in Sault Ste. Marie. Other participants dialed into the meeting via ReadyTalk audio and web conferencing service. The meeting was called to order by Bruce MacDonald, Chair at a.m. 10:05 EDT.

Attending:

Officers (at Marquette):

Chair: Bruce MacDonald

Other ALS Representatives:

At Superiorland Library Cooperative: Janis Lubenow, Marquette General Hospital; Lisa Cromell, Munising School Public Library; Amy Becker, Peter White Public Library; and Shawn Andary, Jean Montgomery, and Aron Jurmu, Superiorland Library Cooperative

At Bayliss Public Library: Susan James, Bayliss Public Library

Dialing in via ReadyTalk: Jeanne Ludlow, Alpena County Library; Beth Baker, Dickinson County Library; Kathy Holman, Forsyth Township Library; Pat Cheski, Menominee County Library; Marcia Mattfield, Negaunee Public Library; Eric Smith, Ontonagon Township Library; Caroline Jordan, Peter White Public Library; Dion Mindykowski, Tahquamenon Area Public Library; Denise Engel, Wakefield Public Library; and Cindy Bulmer, Whitefish Township Library

Others Attending (at Marquette):

Pamela Malmsten (Superiorland Library Cooperative), Recorder

APPROVAL OF THE AGENDA: The agenda was approved as presented on a motion by Jeanne Ludlow seconded by Pat Cheski.

APPROVAL OF THE MINUTES: Lisa Cromell moved that the minutes of January 13, 2012 be approved as presented. The motion was seconded by Bruce MacDonald, unanimously approved, and carried.

FINANCIAL REPORT: Pam Malmsten presented the financial report since the ALS Treasurer, Suzanne Dees, was unable to attend the meeting.

Approval of the Bills for December 2011, and January – March 2012: Cash disbursements for December 2011 and January, February, and March 2012 were reviewed. Pam noted that UPRLC is the fiscal agent for NMLN and NMLN disbursements are included on both the February and March reports. **Jeanne Ludlow moved that cash disbursements of \$16,242.35 for December 2011, \$13,165.50 for January 2012, \$13,732.55 for February 2012, and \$15,937.47 for March 2012 be approved for payment. The motion was seconded by Denise Engel, unanimously approved, and carried.**

Approval of YTD Expenses and Revenues as of March 31, 2012: As of March 31, 2012, the ALS operating fund showed total expenditures of \$142,713 and total

revenues of \$170,271. Expenses are well within the 6/12 operating budget total (\$161,644). **Pat Cheski moved that the YTD expense and revenue reports for the period ending 3/31/2012 be approved. The motion was seconded by Beth Baker, unanimously approved, and carried.**

UPRLC FY 2011 Audit Report: Pam Malmsten summarized the UPRLC audit for the year ended September 30, 2011; the Schedule of Revenues, Expenditures, and Changes in Fund Balance (pages 21 and 22 of the audit) was referenced. Total ALS revenues for the year were \$337,257 and total expenditures were \$307,472, resulting in year-end excess revenues over expenditures of \$29,785. The excess revenue increased the ALS fund balance from \$153,670 to \$181,499, a figure that puts the group in a good position for future replacement of system software and equipment.

COMMITTEE AND OTHER REPORTS: There were no committee reports.

OLD BUSINESS:

Symphony Upgrade: The upgrade to Symphony version 3.4.1 was completed on February 26. Shawn highlighted some of the new features. Tabbed displays are now available in WorkFlows; users can open more than one window at a time and switch back and forth between windows. Library staff can also see all current checkouts, bills, and holds from the Checkout Wizard in WorkFlows; menus are collapsible so the screen can remain uncluttered. Staff can select additional functions by right clicking on any single item or multiple items; some transactions will require confirmation before completion. Batch processing can also be accomplished with the upgrade. Shawn recently offered brief webinars on the new "Onshelf Items" Wizard. The wizard will provide a current pull list that can be sorted and printed out at any time and can track holds. An item can be selected and marked as missing or a hold can be passed; the wizard will automatically look for other copies of the item at other PII libraries if a hold is passed. A new feature in eLibrary is persistent log-in—users only have to log in once in the main part of the screen.

RDA Update: Amy Becker reported that RDA has been adopted and will be implemented beginning March 31st, 2013. RDA training sessions have been offered and more will be scheduled. Shawn said that the RDA toolkit will be expiring June 30, so she will be contacting current subscribers. Shawn added that anyone else interested in the toolkit should contact her; she may be able to negotiate a better discount with more subscribers.

NEW BUSINESS:

New Employee—Aron Jurmu: Jean Montgomery introduced SLC's new Technology Assistant, Aron Jurmu. Aron will be working all day on Monday's and on Tuesday, Wednesday, and Thursday mornings. Aron will be working for both SLC and ALS, and will be assisting Jean with remote updates, Overdrive and Joomla support, and other tasks.

RIDES Task Force: Shawn reported that MCLS has recently formed a RIDES Task Force. Shawn said she will try to find out more about the committee and its members. [Pam Christensen is a member of the task force; at the afternoon UPRLC meeting, Pam said she would be attending the first meeting on April 13, and she would

keep everyone updated.] There was discussion about issues of concern including the minimum number of delivery stops required, delivery windows, problems with in-transit loss resolution, and the cost of the delivery service.

Training: Shawn said that upcoming training sessions will include cataloging best practices, RDA training, circulation best practices, and tips and tricks for using the new catalog enhancements. Shawn also asked if anyone was interested in a Staff Web training session. Anyone with other ideas should contact Shawn.

NEXT MEETING: It was agreed that the next ALS meeting would be tentatively scheduled for July 19th at 10 am eastern.

ADJOURNMENT: There being no further business, the meeting was adjourned at 10:35 am on a motion by Lisa Cromell, seconded by Susan James.

Respectfully submitted,

Pamela Malmsten, Recorder