

Upper Peninsula Region of Library Cooperation, Inc.  
Automated Library Services 2016 (Symphony Users)  
Minutes of the Meeting of June 14, 2016

**CALL TO ORDER:** A meeting of the ALS 2016 (Symphony Users) group was held at the Superiorland Library Cooperative in Marquette and via video conference at the Bayliss Public Library in Sault Ste. Marie. Other participants dialed into the meeting via ReadyTalk audio conferencing service. Bruce MacDonald, Chair, called the meeting to order at 10:06 a.m.

**Attending:**

*Officers:*

Chair: Bruce MacDonald, Peter White Public Library (at Superiorland Library Cooperative)

*Other ALS Representatives:*

At Superiorland Library Cooperative:, Tracy Boehm, Peter White Public Library; Pam Christensen, Superiorland Library Cooperative; Jean Montgomery, Superiorland Library Cooperative; Shawn Andary, UPRLC/ALS; and Pamela Malmsten (Superiorland Library Cooperative), Recorder

At Bayliss Public Library: Pam Flood, Bayliss Public Library

Calling in via ReadyTalk or VOIP: Cheryl Hoffman, Spies Public Library; Megan Buck, Dickinson County Library; Dion Mindykowski, Tahquamenon Area School Public Library; Susan Jacobs, Alpena County Library; Lisa Cromell, Munising School Public Library; and Carolyn Stacey, Escanaba Public Library

**APPROVAL OF THE AGENDA:** The agenda was approved as presented on a motion by Pam Flood, seconded by Megan Buck.

**APPROVAL OF THE MINUTES OF FEBRUARY 16, 2016:** The minutes of February 16, 2016 were approved as presented on a motion by Lisa Cromell, seconded by Pam Flood.

**FINANCIAL REPORT:** Pam Malmsten presented the Financial Report.

Approval of the Bills for February, March, April, and May 2016: Cash disbursements for February, March, April, and May were reviewed. There were no questions on the bills. In February ALS paid SirsiDynix a total of \$131,294.71 for SaaS maintenance for the period 2/1/2016 – 1/31/2017. In the past, ALS has received semi-annual maintenance bills, however, because SirsiDynix had given ALS a good deal on SaaS, ALS staff agreed to pay maintenance for the whole year (2/1/16 – 1/31/17). This time period overlaps two of UPRLC's fiscal years, so \$86,610.73 of it was applied to this year's expenses; \$43,764.90 was charged to Prepaid Expenses (an asset account) and will be charged to FY 2016/2017 maintenance expense. Beginning 2/1/2017, SirsiDynix should again begin sending 6 month maintenance invoices. Also included with the SaaS maintenance contract is a Universal SIP2 maintenance license; this means that ALs no longer has to rebill libraries for SIP2 CybraryN.

Pam M. noted that there were some large disbursements in April: ALS paid SirsiDynix for Datastream and Enterprise (Datastream was rebilled to users) and to Merit Network for Internet service for the central site and members of the UPRLC Internet Consortium. Most of the Merit invoice is also rebilled to the participating libraries. **Pam Flood moved that cash disbursements of \$144,948.36 for February 2016, \$16,968.34 for March 2016, \$62,895.48 for April 2016, and \$11,097.51 for May 2016 be approved. The motion was seconded by Tracy Boehm, unanimously approved, and carried.**

Year to Date Expenses/Revenues Report as of 05/31/2016: Year to date expenses and revenues were as expected. Pam M. said that, because of SaaS, the ALS budget for 2015/2016 will have to be revised before September 30; \$15,000 was originally budgeted in the Professional and Contractual line item for server migration services; those funds will be transferred to the maintenance line item to cover SaaS maintenance costs. **Pam Flood moved that the YTD report as of 5/31/2016 [with expenses of \$304,023 and revenues of \$305,457] be approved as presented. The motion was seconded by Tracy Boehm, unanimously approved, and carried.**

Annual Audit as of 9/30/2015: Pam M. reported that the audit for the year ended 9/30/2015 will be presented to the Executive Council for approval at their meeting. [Note: the UPRLC Executive Council approved the FY 2014/2015 audit at their June 14, 2016 meeting.] Pam M. noted that the audit is posted on the UPRLC web site financial page.

A Note on the ALS Budget for FY 2016/2017: The ALS budget for FY 2016/2017 was approved by ALS and the UPRLC Executive Council at the February 16 meetings. The budget includes a 1% increase in operational fees. Shortly after the February meeting, ALS members were notified of their fees beginning 10/1/2016. The FY 2016/2017 budget is projected to be \$402,000 and total expenses are projected to be \$393,740, resulting in net income of \$8,260.

## **COMMITTEE AND OTHER REPORTS:**

Rural Libraries Conference: The Rural Libraries Conference was held from May 4 – May 6, 2016 on Mackinac Island and SLC/UPRLC member libraries were well-represented. On May 23, 2016, Jean had sent a compiled conference report; Jean, Lisa Waskin, Lynette Suckow, and Megan Buck all contributed to the report. Jean said that she found that the information on marketing libraries was particularly valuable. Pam Christensen delivered two presentations at the Conference: “[Best of the Best 2016](#)” and “[Michigan Tax Tribunal—What Does it Mean For Your Library?](#)”

Pam Christensen reported that library directors seemed to be very interested in two vendor exhibits: the DaVinci book covering system from CoLibri Systems and Total Boox, a digital book platform.

CoLibri representative Jim Forrester is offering discounts for SLC group orders of the DaVinci book jacketing machines: \$1,195 for each machine if 1 or 2 machines are ordered, \$1,025 for 4 – 9 machines, or \$995 for 10 or more machines. The DaVinci can also be used to encapsulate archival materials. Pouches and book covers are also available at a discounted rate for a group order. Pam C. said that anyone interested in the product should let her know, and to give some thought to how many pouches and book covers may be needed.

Total Boox offers electronic books—mostly non-fiction titles in the categories of health and travel; items directed to children and teens are also included. Patrons would have access to the entire collection of 50,000 eBooks; the cost is a straight fee based on service population. Pam C. said that what is different about Total Boox versus Overdrive is that any number of people can read a title at the same time and there are no limits on checkouts. Total Boox is a partner of SirsiDynix and could be integrated into the UPRLC online catalog.

COSUGI: Shawn Andary and Tracy Boehm attended COSUGI 2016 which was held in Indianapolis from May 23 – May 25, 2016. Both Shawn and Tracy said that the conference was excellent.

Shawn attended the opening session with SirsiDynix executives; she said that SirsiDynix was very focused on BlueCloud products and on working with other vendors to come up with the best solutions for libraries; the company has also been working with Innovative to enhance NCIP functions on Horizon and Symphony. SirsiDynix put together a video that conveyed how connected the company was with the libraries it serves, the video was well-received and executives said that they would modify the video so it could be used by individual libraries as a promotional tool. SirsiDynix has also been working with Amazon and other vendors on a Buy It Now Initiative—libraries receive a portion of funds generated through online purchases.

BLUEcloud Cataloging has been released for a while, but Shawn recommended that the ALS group wait to begin using it until authority control is available. BLUEcloud circulation is going to be released in the fourth quarter of 2016. Shawn said that BLUEcloud circulation will have an extended pilot program and ALS staff could create a Client Care ticket and begin testing the product as soon as August. BLUEcloud Lists, which features enhanced “My Lists” capabilities, will also be released in the fourth quarter of 2016 and will allow library staff to publish and manage their own book lists and share them with their users. Users will be able to follow or copy the lists and create and share their own lists.

Shawn added that she particularly enjoyed the “Lean for Libraries” session, which discussed improving processes and tasks to optimize work flow for greatest efficiency and to provide the most value to patrons. She also attended two sessions focusing on initiatives to distribute library cards to public school students. Many of the library programs were in response to the president’s ConnectED Library Challenge which calls upon library directors to work with their mayors, school leaders, and school librarians to create and strengthen partnerships so that every school-enrolled child can receive a library card. [On June 17, 2016 Shawn sent a message to the Listserv with more information on library cards for public school students and suggested that everyone start thinking about ways that Superiorland Library Cooperative members might partner with schools in the fall. Contact Shawn for more information.].

Tracy Boehm attended sessions on cataloging and Enterprise searching. Cataloging and database sessions included “Keep Your Database Current”, which discussed ways of improving the quality of bibliographic and authority records and help patrons find materials more easily. She also attended sessions on the advantages of keeping GMDs, using Application Programming Interfaces (APIs) and web interfaces, using XSLT to reformat XML data into more readable reports, eResource Central, new developments in RFID self-service systems, and BLUEcloud cataloging. Tracy said

that BLUEcloud cataloging will allow side-by-side copying and viewing of records; however, a significant problem is that authority control will not be available until 2017. Tracy also talked about the pre-conference session, "Libraries and Linked Data", which discussed the Library of Congress's BIBFRAME (Bibliographic Framework) Initiative, which will be the future cataloging standard and will replace MARC records. BIBFRAME, which will take about 10 years for full implementation, will "explode" MARC records into the BIBFRAME format and link libraries' data with information on the web to expose the connections. SirsiDynix has partnered with Zepheira to create a product, BLUEcloud Visibility, which will make libraries' MARC records discoverable in Google.

#### **OLD BUSINESS:**

Post SaaS Symphony/WorkFlows Performance: Shawn Andary reported that although SaaS still has a few bugs, the overall performance has been satisfactory. One continuing problem is that Workflows occasionally closes unexpectedly. Shawn explained that this is because Workflows loses contact with the Symphony host server; after 4 unsuccessful attempts to connect with the host, Workflows will shut down. Shawn said that anyone experiencing problems with SaaS should let her know. Shawn added that Symphony 3.5.1 has been released; she plans to create a case with SirsiDynix Client Care and have version 3.5.1 installed on UPRLC's training server so the software can be tested by ALS staff.

#### **NEW BUSINESS:**

RIDES Update: SLC Director Pam Christensen reported on RIDES delivery service and the Superiorland Library Cooperative Board decision regarding member library delivery subsidies. RIDES is the Michigan Statewide resource and information sharing system. MCLS negotiated a new contract for RIDES delivery services beginning July 1, 2016, and costs for Upper Peninsula libraries increased substantially. The vendor that serves the Lower Peninsula, ProMed, does not operate in the Upper Peninsula and the U.P. vendor, Waltco, is charging substantially higher delivery costs for U.P. libraries than L.P. libraries will be paying. With only a couple of exceptions, Waltco is requiring U.P. libraries to pay for at least 3 delivery days per week. In past years, the Library of Michigan had subsidized a portion of delivery costs with LSTA funds and the total cost of the program was spread out among all participating libraries; the subsidies, however, will end in June 2016. Pam Christensen noted that L.P. libraries are required to pay for a certain number of delivery days based on volume, U.P. libraries, however have been exempted from that requirement. At a Special Board meeting held on June 6, 2016, the SLC Board discussed the RIDES delivery increases and, based on recommendations by the SLC Director, passed a motion stating that, for the period of July 1, 2016 to September 30, 2016, SLC would subsidize RIDES delivery above two delivery days per week as detailed in a spreadsheet prepared by Pam Christensen. It was also decided that a delivery committee would be formed that would look at more cost effective delivery system alternatives beginning July 1, 2016. Pam C. said that anyone interested in joining the Delivery Committee should let her know; the committee will probably begin meeting in August 2016 and will look at other possible vendors and/or consider setting up alternative routes or delivery hubs. Pam C. said that

it would be desirable to have people from all of the SLC/UPRLC geographic regions participating on the committee.

New Enterprise Features and Customizations: Shawn summarized new features that became available in the latest Enterprise upgrade. Enterprise now has an online registration capability that allows patrons to complete an online registration form that would result in a partial patron record being created for them in WorkFlows. To complete the registration, patrons would have to visit the circulation desk at their home libraries to provide identification, allow library staff to update other information, and to pick up their library cards. Shawn said that anyone interested in this feature should contact ALS staff.

Syndetics now includes the Children's Literature Comprehensive database and more book reviews and information including awards and recognitions. Coming soon to Enterprise will be a feature that will allow patrons to send requests to library staff—such as address changes or contact requests—and then they will be able to log into their accounts and check the status of their requests. Version 4.5.2 will have a flat theme that looks better on mobile devices and is more responsive. Enterprise searching will also move beyond fuzzy logic and will feature improved searching and relevancy.

Jean Montgomery reported that she has created a DVD profile on Enterprise for the St. Ignace Public Library's DVD's. Previously, the library's DVD's were listed in a binder. Jean created a portal that searches just for DVD's; it will search by thumbnails or ratings (PG, G, etc.). DVD cover art can be added if the UPC numbers are sent to Jean. Jean said that the DVD portal could be accessed via a link on the library's Enterprise web page.

Shawn reported that ALS has some SirsiDynix consulting funds available and ALS staff will ask SirsiDynix to work on issues people care about the most.

**NEXT MEETING:** The next ALS meeting was tentatively scheduled for August 23, 2016 at 10:00 a.m.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 11:35 a.m. on a motion by Tracy Boehm, seconded by Pam Flood.

Respectfully submitted,

Pamela Malmsten, Recorder