

Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2016 (Symphony Users)
Minutes of the Meeting of August 25, 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. Since the Chair, Bruce MacDonald, was unable to attend the meeting, Pam Christensen called the meeting to order at 10:04 a.m.

Attending:

At Superiorland Library Cooperative: Tracy Boehm, Peter White Public Library; Jessica Holman, Negaunee 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

At Dickinson County Library: Megan Buck, Dickinson County Library

Calling in via ReadyTalk or VOIP: Cheryl Hoffman, Spies Public Library; Amanda Winnicki, Menominee County Library; Lisa Cromell, Munising School Public Library; Wanda Tessmer, Carp Lake Township Library; Denise Engel, Wakefield Public Library; Carolyn Stacey, Escanaba Public Library; and Patty Hale, Calumet School Public Library

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

APPROVAL OF THE MINUTES OF JUNE 14, 2016: The minutes of June 14, 2016 were approved as presented on a motion by Pam Flood, seconded by Lisa Cromell.

FINANCIAL REPORT: Pam Malmsten presented the Financial Report.

Approval of the Bills for June and July 2016: Cash disbursements for June and July 2016 were reviewed. Pam M. reported that the credit card bill in June was higher than usual; it included Shawn and Tracy Boehm's COSUGI conference expenses. In July there was a payment of \$1,389.46 to OpenDNS; this was UPRLC's subsidy for the group web filtering subscription renewal. Pam flood **moved that cash disbursements of \$13,448.38 for June 2016 and \$16,343.90 for July 2016 be approved. The motion was seconded by Amanda Winnicki, unanimously approved, and carried.**

Year to Date Expenses/Revenues Report as of 07/31/2016: Year to date expenses and revenues were as expected. Pam M. said that the maintenance line item was over the budgeted amount because sever maintenance was included. A proposed FY 2016 revised budget would be presented to the ALS group; the \$15,000 that was originally budgeted in the professional and contractual line item for server migration services would be transferred to the maintenance line item to cover SaaS maintenance costs. Megan Buck asked what items were included in the "operating supplies" line item. Pam M. replied that postage was one of the main expenses in that line item and said

she would check to see if anything else was included. [Pam M. later checked further into the operating supplies expenditures and determined that the majority of the costs were for USPS postage, which is primarily used when mailing out invoices for services.]

Tracy Boehm moved that the YTD report as of 7/31/2016 [with expenses of \$333,815 and revenues of \$370,589] **be approved as presented. The motion was seconded by Megan Buck, unanimously approved, and carried.** A question was asked regarding whether ALS experienced a decrease in office overhead costs (such as electricity) and other supplies since the implementation of SaaS. [Pam M. later checked on this found out that, while electricity costs seemed to have dropped somewhat, the time period for comparison was too short to determine if the reduction was due to SaaS; Pam will look at the costs again in several months.]

Proposed Revised Budget for FY 2015/2016: A spreadsheet that showed the current ALS/NMLN budget, estimated costs through 9/30/2016, and the proposed revised budget were reviewed. Pam M. noted that the funds were moved from the professional and contractual line item (for server migration) to the maintenance line item for SaaS. NMLN expenses were also adjusted to split out the insurance into an insurance line item, rather than including it in professional and contractual. Total operating expenses on the revised budget were \$307,184; just slightly higher than the total expenses in the original budget: \$307,075. The rebilled group subscription and rebilled supplies line items were also adjusted to reflect actual costs. The revenues budget was also adjusted slightly. **Lisa Cromell moved that the revised budget for FY 2015/2016** [with expenses of \$394,896 and revenues of \$394,945] **be approved as presented. The motion was seconded by Cheryl Hoffman, unanimously approved, and carried.**

Proposed Revised Budget for FY 2016/2017: The current FY 2016/2017 ALS budget and the proposed revised budget for FY 2016/2017 were reviewed. Pam M. said that the original ALS budget for FY 2016/2017 was approved by the ALS group and the UPRLC Executive Council at the February 16 meetings; the budget includes a 1% increase in operational fees. Pam M. summarized the proposed revisions in the FY 2017 budget:

1. The amount in the salary expense line items was increased slightly.
2. The maintenance line item was decreased since we now have a better idea of the SirsiDynix SaaS and Enterprise maintenance costs.
3. The operating supplies line item was increased from \$500 to \$1,000 based on our total expenditures in that line item in FY 2016.
4. The revenues budget was adjusted slightly— \$850 was added to the “services to members” line item and the \$1 yearly NMLN building lease was included in the budget.

Pam M. noted that the total operating ALS/NMLN expenses on the revised budget are \$300,928, which is about \$800 less than the \$301,742 originally budgeted. **Pam Flood moved that revised budget for FY 2016/2017** [with total expenses of \$392,928 and total revenues of \$402,851] **be approved as presented. The motion was seconded by Jessica Holman, unanimously approved, and carried.**

COMMITTEE AND OTHER REPORTS:

MCLS Community Conversations: Several ALS library directors and staff members attended the MCLS Community Conversation that was recently held at the Peter White Public Library. Shawn Andary reported that participants talked about ways libraries could reach out into the community, including ideas for collaborating with K-12 schools. Shawn mentioned 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. Tracy Boehm noted that area K-2 students are receiving iPads, and grades 3-12 are receiving laptops; she said that Peter White Public Library staff have been talking about providing Overdrive information and training to the schools with the goals of ensuring that the Overdrive application is installed on the laptops and tablets and that the students know how to download ebooks. PWPL is also working to ensure that Marquette area students have library cards. Megan Buck said that Dickinson County Library staff went to area schools to provide Overdrive and Zinio training. DCL staff members also showed high school students how to use MeL for research. Shawn reported that UPRLC and SLC libraries already met to discuss a coordinated effort to disseminate electronic resources to K-12 students; she said that SLC/ALS staff would be willing to centralize an outreach effort. Jean Montgomery suggested that this topic be considered in one of the 45 minute focused discussion sessions that were suggested at one of the recent Superiorland Library Cooperative Advisory Board meetings.

SLC Advisory Board Meetings: Pam Christensen reported that two regional SLC Advisory Board meetings were held recently: one in Marquette on August 16, and one in St. Ignace on August 23. Pam C. compiled all of the comments and will be sending out a report to everyone. The comments will also be used to develop the SLC FY 2016/2017 Service Plan, which will be completed sometime in September. Pam C. said that there was some discussion about the "Buy It Now" button and about ways to get patrons to interact more and to provide more input about electronic resources such as Overdrive. Shawn said that Overdrive has a "Buy It Now" button; there is also a "Recommended to Buy" option. Shawn said that, in the past, there was some concern expressed that the "Buy It Now" option could under-cut local booksellers; she noted, however, that local sellers can now be included in the list of vendors. Shawn suggested that a couple of libraries could beta test the option; she said that it would not have to be implemented for everyone. Pam C. said that many advisory board meeting attendees indicated that the Overdrive digital media collection was a very valuable cooperative service. Pam thanked everyone who helped with the development of the Overdrive collection. Pam C. added that Overdrive also offers a streaming video service; there would be no additional platform fee; the only cost would be for titles. Pam C. said she would send additional information to the ListServ.

OLD BUSINESS:

New Enterprise Features: Shawn reported that Enterprise now allows patrons to register for a library card online. Before implementing the feature for the ALS group, there are some details that need to be worked out, such as whether the online registrations would be immediately active or whether use of the card would be delayed until patrons came into the library and validated their identities.

Jean Montgomery reminded everyone that she can create DVD or local author profiles on Enterprise. The information could be uploaded with the ISBN in a “png” format; patrons would then be able to see cover art in the online catalog and could search for titles by thumbnails or ratings. Jean and Shawn are planning to offer training on this feature.

NEW BUSINESS:

Visit from SirsiDynix: Shawn reported that UPRLC’s SirsiDynix library relations manager will be in Michigan on September 23 and may visit the UPRLC office around that time. UPRLC’s SirsiDynix sales representative has been asking if UPRLC is interested in Mobile Circulation. Shawn said that Mobile Circulation, which will work on mobile devices and includes a nice inventory feature, is, however quite expensive. She recommended that ALS evaluate BLUECloud circulation first. Shawn added that she could share a video about Mobile Circulation with anyone who is interested.

UPRLC Annual Meeting: The 2016 UPRLC Annual Meeting is scheduled for Thursday, September 29th at the Peter White Public Library in Marquette. This year’s annual meeting will focus on marketing and social networking. A pre-conference, which will be a casual networking event, will be held the night before the annual meeting— Wednesday, September 28th at the Peter White Public Library. The event will include a band, pizza, trivia, and mingling. Contact Pam Malmsten at the UPRLC business office for more information on the UPRLC Annual Meeting.

Innovative Interfaces Resource Sharing Group: Shawn reported that Innovative Interfaces, the MeLCat vendor, wants to enhance its products and be open to SirsiDynix and other vendors connecting to their system without using a DCB. Shawn said she was asked to work on a Resource Sharing Committee to look at this issue; she also showed the group some slides illustrating the process. Innovative Resources wants to be part of a “resource sharing economy, where users can get anything anytime anywhere from anyone”. They want to compete with WorldCat and develop open API commands that would interface directly with INN-Reach so that a DCB would be unnecessary for most transactions. A “personalized discovery experience” would have to be created where by users would only see online resources that they have access to. Innovative Interfaces is currently working with SirsiDynix to make improvements to NCIP. Shawn said that committee meetings would be scheduled monthly for a while.

Other: Pam Christensen noted that a RIDES Delivery Committee meeting still needs to be scheduled. She said that Sue Alt from MCLS wants to attend the meeting, so we need to find out when she is available. Pam said that Waltco is delivering bins that aren’t even sorted. Pam C. said that any delivery problems should be reported to her and she would contact Sue Alt and Waltco.

NEXT MEETING: It was agreed that the next ALS meeting would be scheduled on the same day as the first FY 2016/2017 UPRLC Board meeting. Shawn and Pam C. will come up with some possible dates and send them out to everyone.

ADJOURNMENT: There being no further business, the meeting was adjourned at 11:35 a.m.

Respectfully submitted,

Pamela Malmsten, Recorder