

Upper Peninsula Region of Library Cooperation, Inc.  
Automated Library Services 2018 (Symphony Users)  
Minutes of the Meeting of February 15, 2018

**CALL TO ORDER:** A meeting of the ALS 2018 (Symphony Users) group was held at the Superiorland Library Cooperative in Marquette and via video conference at the Dickinson County Library in Iron Mountain. Other participants dialed into the meeting via ReadyTalk audio conferencing service. The Chair, Bruce MacDonald called the meeting to order at 10:32 a.m.

**Attending:**

At Superiorland Library Cooperative: Bruce MacDonald, Peter White Public Library; Shawn Andary, Jean Montgomery, Jeremy Morelock, and Pamela Malmsten (Recorder); Superiorland Library Cooperative

At Dickinson County Library: Megan Buck, Dickinson County Library

Calling in via ReadyTalk or VOIP: Tina St. John, Alpena County Library; Dillon Geshel, Portage Lake District Library; Cheryl Hoffman, Spies Public Library; Lynne Wiercinski, Ironwood Carnegie Public Library; Dion Mindykowski, Tahquamenon Area Public Library; Monique Ciofu, Escanaba Public Library; Barb Bartel, West Iron District Library; and Pam Flood, Bayliss Public Library

**APPROVAL OF THE AGENDA:** Shawn Andary asked that "Enterprise Update" be added under New Business, item "d". **The amended agenda was approved on a motion by Monique Ciofu, seconded by Pam Flood.**

**APPROVAL OF THE MINUTES OF November 9, 2017:** The minutes of November 9, 2017 were unanimously approved as presented on a motion by Megan Buck, seconded by Tina St. John.

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

Approval of November 2017, December 2017, and January 2018 Cash Disbursements: Pam reported that November disbursements included payment of the first 6-month maintenance invoice to SirsiDynix (\$63,260.87). In December, under Rebilled Expenses, the payment of \$4,149.95 to Cybrarian Corporation was for AirPrinter Wi-Fi, which allows patrons to print to libraries' printers from their laptops or mobile devices.

**Monique Ciofu moved that cash disbursements of \$86,380.59 for November 2017, \$18,500.41 for December 2017, and \$10,363.62 for January 2018 be approved. The motion was seconded by Pam Flood, unanimously approved, and carried.**

Year to Date Expenses/Revenues Report as of 01/31/2018: The year-to-date expense and revenue reports as of 01/31/2018 were reviewed. Pam M. reported that line item expenses are under the 4/12 budget figure for all line items except for maintenance, which is paid semi-annually. Revenues were also as expected; six months of ALS fees have been billed to members. Total expenses as of 1/31/2018 were

\$128,792, and total revenues as of 1/31/2018 were \$191,906. Pam added that the FY 2017/2018 budget will have to be revised when more is known about SLC staffing.

**Megan Buck moved that the YTD reports as of 01/31/2018 [with total ALS/NMLN expenses of \$128,792 and total ALS/NMLN revenues of \$191,906] be approved as presented. The motion was seconded by Monique Ciofu, unanimously approved, and carried.**

ALS Budget for FY 2018/2019: According to the agreements that UPRLC holds with the members of the automated system, the ALS Treasurer is required to notify ALS members of their fees for the next fiscal year by the end of February in the current year. In order to do this, a budget for the next year needs to be developed. Pam M. said that preparing the budget was difficult since there are so many uncertainties right now including:

**SLC staffing:** UPRLC's formerly full-time System Administrator is now also serving as the SLC Interim Director. For the FY 2019 budget it was assumed that ALS would again have a full-time System Administrator. Jean Montgomery, the SLC Network Administrator, is retiring in July 2018; currently ALS reimburses SLC for 40% of Jean's salary expenses. Salary and benefit expenses, including retirement benefits, were estimated for Jean's replacement. It was noted that, currently SLC/UPRLC is under-staffed and that under the terms of the Operations Agreement between SLC and UPRLC, it is SLC's responsibility to provide adequate staff time to manage the UPRLC integrated library system.

**(1) ALS staff is trying to more accurately assess the portion of costs allocated to UPRLC.** SLC staff members who also work for UPRLC have been tracking the time spent on tasks for each organization; this data will be used to more accurately allocate costs for services and monthly overhead to each organization. Since the time-tracking project has not yet been completed, the percentages of salaries and overhead that we charge to UPRLC were not changed in the draft FY 2019 budget.

**(2) UPRLC's contract with SirsiDynix will expire in March 2019.** Pam noted that Shawn would be talking about this later in the meeting. UPRLC's current yearly maintenance increase is 2.9%; a 2.9% increase was also budgeted for April 2019 – September 2019, the first six months of the new contract period.

Regarding revenues, Pam M. reported that, for the past several years ALS fee increases have been 1% - 2%. The proposed FY 2019 budget assumes a 2% fee increase. A 2% increase results in revenues of \$314,961, an increase of \$6,176 over FY 2018. Pam M. said that a 2% fee increase should be adequate to cover expenses and provide cushion for possible increased costs associated with a new maintenance contract. Pam M. added that the budget will have to be amended after more information is known regarding staffing and cost allocations.

Total budget revenues are \$398,384 and total expenses are \$390,216, resulting in a projected net income of \$8,168.

**Megan Buck moved that the FY 2018/2019 ALS budget [with projected revenues of \$398,384 and projected expenses of \$390,216] be accepted as presented. The motion was seconded by Pam Flood, unanimously approved, and carried.**

## **COMMITTEE AND OTHER REPORTS:**

UPRLC Annual Conference Committee Update: Megan Buck, the Chair of the Annual Meeting Committee, reported that the UPRLC Annual Meeting will be held on September 25<sup>th</sup> and September 26<sup>th</sup> at Bay College in Escanaba. Megan said that plans are progressing well ahead of last year. Programming will focus on technology; keynote speakers, Dr. Michael Stevens, and author Fred Stonehouse, have been confirmed. The conference slogan is "Tech Knowledge Transforms" Dillon Geshel designed a logo featuring the conference slogan. Megan said that the committee will soon be sending out a call for proposals for breakout sessions.

RIDES Task Force: The Midwest Collaborative for Library Services (MCLS) contracts with the Library of Michigan (LM) to administer and implement the RIDES delivery system. LM provided LSTA (Library Services and Technology Act) funding to MCLS to conduct a study of RIDES and make suggestions for improvements. To conduct the study, MCLS established A RIDES Delivery Task Force. The Task Force hired a consultant to conduct an assessment of the current RIDES delivery system and pricing structure. The consultant visited Marquette and met with staff from SLC and other RIDES participating libraries. Shawn Andary is a member of the RIDES Delivery Task Force; she reported that the consultant's report should be released soon. After the final report is received the Task Force will meet in Lansing to discuss the report and make recommendations.

## **OLD BUSINESS:**

eResource Cards: The Peter White Public and Forsyth Township libraries have been partnering with local schools by issuing eResource cards to students; the cards allow students to access Overdrive, Mango, and some other digital databases. Parents were notified that they could log in and set filters or they could chose to out opt out of the program. Shawn said that the project is going well; Forsyth Township's statistics showed a large increase in Overdrive usage after the student eResource cards were issued. Shawn said that anyone interested in implementing this program should contact her. She also added that a survey regarding Overdrive content was distributed to members and a meeting will be scheduled to discuss the digital collection.

BLUEcloud Cataloging: Shawn reported that she, Jean Montgomery, and Jeremy Morelock will be attending a web-based BLUEcloud cataloging training session on March 14. The most useful BLUEcloud features seem to be related to the modification and creation of bibliographic records. Shawn added that library cataloging staff is invited to come to SLC on March 14 and attend the training session.

## **NEW BUSINESS:**

SirsiDynix Contract Renewal: Shawn reported that UPRLC's 5-year ILS maintenance contract with SirsiDynix will end in March 2019. Shawn said that terms would likely be more favorable if UPRLC negotiated a multi-year contract. It was suggested that a survey be sent out to compile members' opinions about contract terms and possible new products.

COSUGI Conference: This year's COSUGI Conference will be held in Atlanta, Georgia from April 15 – 18. Shawn said she would like SLC staff member Jeremy

Morelock and one other person from one of the ALS member libraries to attend the conference.

UPRLC/SLC Staffing: Shawn said that UPRLC/SLC staffing was previously discussed under "ALS Budget for FY 2018/2019".

Enterprise Update: Shawn reported that a new version of Enterprise is now available; the upgrade has a more responsive design and is more mobile device friendly. The new version also includes the author in the checkout history and the interface with eResource Central has been improved--search results will display ebooks and audiobooks and patrons can place holds or check out the digital items in Enterprise.

Jean Montgomery reminded everyone that she can create DVD profiles on Enterprise. A widget is available that will import DVD covers; patrons are then able to see cover art in the online catalog and could search for titles by thumbnails or ratings.

**LIBRARY NEWS:** The Dickinson County Library and the Peter White Public Library are both moving forward with major remodeling projects.

**NEXT MEETING:** The next ALS meeting was scheduled for May 10, 2018 at 10:30 a.m. eastern.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 11:45 a.m. eastern on a motion by Monique Ciofu, seconded by Tina St. John.

Respectfully submitted,

Pamela Malmsten