

Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2015 (Symphony Users)
Minutes of the Meeting of February 19, 2015

CALL TO ORDER: A meeting of the ALS 2015 (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 10:02 a.m.

Attending:

Officers:

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

Treasurer: Suzanne Dees

Other ALS Representatives:

At Superiorland Library Cooperative: Jessica Holman, Negaunee Public Library; Tracy Boehm, Peter White Public Library; and Shawn Andary, UPRLC/ALS

At Bayliss Public Library: Pam Flood, Bayliss Public Library

Dialing in via ReadyTalk: Jeanne Ludlow, Alpena County Library; Megan Buck, Dickinson County Library; Monique Ciofu, Escanaba Public Library; Pat Malashenko, Forsyth Township Public Library, Pat Cheski, Menominee County Library; Denise Engel, Wakefield Public Library; and Cindy Bulmer, Whitefish Township Public 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 Monique Ciofu, seconded by Jeanne Ludlow.

APPROVAL OF THE MINUTES OF NOVEMBER 20, 2014: The minutes of November 20, 2014 were approved as presented on a motion by Monique Ciofu, seconded by Jeanne Ludlow.

FINANCIAL REPORT: ALS Treasurer Suzanne Dees presented the Financial Report. She reported that the UPRLC audit for the year ended September 30, 2014 has not yet been completed, but should be ready soon.

Approval of the Bills for November 2014, December 2014, and January 2015:
Cash disbursements for November, December, and January were reviewed. At the November ALS meeting, it was reported that the payment for the SirsiDynix 6-month maintenance bill was delayed while the ALS Treasurer was working with SirsiDynix on some invoice corrections; it was noted that the invoice was corrected and paid in full in December. **Pat Cheski moved that cash disbursements of \$31,317.61 for November 2014, \$81,248.25 for December 2014, and \$16,273.48 for January 2015 be approved. The motion was seconded by Monique Ciofu, unanimously approved, and carried.**

Approval of YTD Expenses/Revenues January 31, 2015: **Jeanne Ludlow moved that the YTD report as of January 31, 2015** [with expenses of \$143,716 and revenues of \$204,766] **be approved as presented. The motion was seconded by Monique Ciofu, unanimously approved, and carried.**

Approval of FY 2015/2016 ALS Budget: A draft ALS budget for FY 2015/2016 was reviewed. Suzanne noted that the revenues budget includes a 2 percent fee increase. Budgeted expenses will have to be revised later since the ALS group has not yet decided whether to replace servers that will soon be reaching end-of-life or to opt to purchase SaaS (Software as a Service), a SirsiDynix cloud-based data hosting solution. **Pat Cheski moved that the ALS budget for FY 2015/2016** [with revenues of \$378,750 and expenses of \$354,525] **be approved as presented. The motion, was seconded by Monique Ciofu, unanimously approved, and carried.**

COMMITTEE AND OTHER REPORTS: No committee reports were presented.

OLD BUSINESS:

Enterprise Update: Shawn Andary presented an update on Enterprise implementation; features were demonstrated by displaying Peter White Public Library's Enterprise web page. Enterprise is an online catalog discovery tool that features advanced searching capabilities such as fuzzy logic and faceted navigation. In January, Jean Montgomery and Shawn met with 14 staff members from 9 different libraries and discussed preferences for Enterprise default settings. The group agreed on default record and drop-down menu displays, faceting options, indexes, and widgets. It was also decided that Patron Initiated Interlibrary Loan (PII) would be renamed "Resource Sharing Libraries". Jean Montgomery is working on a widget that will bring a library's Facebook content to its Enterprise home page.

Jean and Shawn are now beginning to work on creating individualized Enterprise profiles for member libraries. To facilitate customization, library staff members have the option of completing a 7 page questionnaire. Shawn will be setting up webinars to review the questionnaires with library staff. [On February 24, Shawn notified the ALS e-mail Listserv that webinars were scheduled for February 27th from 10 – 11 a.m. and March 3rd from 2 – 3 p.m.] Based on questionnaire responses, Jean and Shawn have already been working on Enterprise set up for three public libraries: Alpena, Peter White, and Portage Lake. Jeanne Ludlow reported that the Alpena Public Library will probably be adding the Enterprise link to its web page very soon. Since ALS has purchased eResources Central, Shawn said she will begin deleting duplicate electronic resource records from the catalog. Shawn noted that the eLibrary link will remain on libraries' web pages for awhile during the Enterprise transition period. ALS members expressed appreciation to Jean and Shawn for all of their work in setting up Enterprise.

NEW BUSINESS:

SirsiDynix Upgrade: Shawn recommended that the ALS group consider upgrading the system to the latest SirsiDynix software version: Symphony 3.4.1, Service Pack 5. The upgrade would allow staff to begin using BLUECloud cataloging as soon as policy list customization issues are resolved by SirsiDynix Product Development. Additional upgrade enhancements and bug fixes also include:

- A “Date Modified” field will be added to call number and item records.
- Six to twelve “New User” categories will be added.
- Ability to e-mail checkout receipts.
- Ability to generate reports to restore patron records accidentally deleted and to list paid amounts by bill reason.
- The “User Lost Card” wizard will be fixed.
- The “Clean Onshelf Holds” report will be fixed so that duplicate items will no longer appear.
- Batch loaded patron photos will be displayed in StaffWeb.

Shawn said that the upgrade, which will be performed by SirsiDynix Client Care, can be scheduled during times when libraries are closed. WorkFlows, StaffWeb, eLibrary, and Bookmyne will not be available during the upgrade process; however, OverDrive, Zinio, IndieFlix, and Mango Languages will be accessible. After discussion, the group agreed that the upgrade should be scheduled soon. [On February 27, Shawn sent an e-mail to the ALS Listserv indicating that the upgrade was scheduled for Sunday, May 17th at 6:30 pm.] To take advantage of the enhancements, a new WorkFlows client will have to be installed after the upgrade; the old version of WorkFlows will, however, still be accessible.

BLUECloud Cataloging: During the discussion about the SirsiDynix upgrade, Shawn reported that BLUECloud Cataloging is not yet ready to be implemented since the software will not allow policy lists to be customized. Shawn has spoken with a SirsiDynix Library Relations representative regarding this issue.

New Member Libraries: Five new libraries have joined the UPRLC automated system. New members include three Marquette Area Public Schools elementary schools—Cherry Creek, Superior Hills and Graveraet; the Keweenaw Bay Ojibwa Community College Library; and Brevort Community Library (a branch of the Superior District Library). Shawn noted that four of the libraries were not previously automated at all, and the fifth (Cherry Creek Elementary) was using an old stand-alone system.

Other: Suzanne Dees recommended that the ALS group form a committee to consider whether ALS should replace servers that will soon be reaching end of life (June and December), or to purchase SaaS, the SirsiDynix cloud-based data hosting option. During the recent SirsiDynix long-term maintenance contract negotiations, concerns were expressed regarding SaaS data security; Suzanne said that SirsiDynix has been looking at this issue. Suzanne noted that if SaaS is chosen, ALS would also have to purchase Oracle Database manager. To facilitate consideration of the server option, the committee would need to obtain server prices from Sun and to ask SirsiDynix for a sign-off allowing data to be stored on one server instead of two. Jean Montgomery, Shawn Andary, Suzanne Dees, Bruce MacDonald, Jeanne Ludlow, and Megan Buck agreed to serve on the committee. Suzanne said that a decision should be made by the end of March or April. It was also suggested that the committee talk about when eLibrary should be phased out; Shawn said there is some concern that Enterprise won’t run on old computers.

NEXT MEETING: The next ALS meeting was tentatively scheduled for Thursday, April 16, 2015 at 10 a.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 11: a.m. on a motion by Monique Ciofu, seconded by Cindy Bulmer.

Respectfully submitted,

Pamela Malmsten, Recorder