

Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2014 (Symphony Users)
Minutes of the Meeting of February 20, 2014

CALL TO ORDER: A meeting of the ALS 2014 (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 called the meeting to order at 10:45 a.m.

Attending:

Officers:

Chair: Bruce MacDonald, Peter White Public Library (At Marquette)

Treasurer: Suzanne Dees, Superiorland Library Cooperative (Dialing-in via ReadyTalk)

Other ALS Representatives:

At Superiorland Library Cooperative: Jean Montgomery, UPRLC/ALS

At Bayliss Public Library: Pam Flood, Bayliss Public Library

Dialing in via ReadyTalk: Shawn Andary, UPRLC/ALS; Jeanne Ludlow, Alpena County Library; Carolyn Stacey, Escanaba Public Library; Renee Augustine and Megan Buck, Dickinson County Library; Deb Oyler, Houghton High School Library; Pat Cheski, Menominee County 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: Suzanne Dees asked that one item be added to the agenda: under "Financial Report" add "ALS Budget Revision for FY 2013/2014". **The amended budget was accepted on a motion by Deb Oyler, seconded by Cindy Bulmer.**

APPROVAL OF THE MINUTES OF DECEMBER 19, 2013: The minutes of December 19, 2013 were approved on a motion by Pat Cheski, seconded by Jeanne Ludlow.

FINANCIAL REPORT:

ALS Treasurer Suzanne Dees presented the financial report. She reported that the audit of UPRLC financial records for the year ended 9/30/2013 has been completed and was approved by the UPRLC Executive Council; copies of the audit are available by request.

Approval of the Bills for December 2013 and January 2014 and the Year to Date Expense and Revenue Reports as of January 31, 2014: Cash disbursements for December 2013 and January 2014 were reviewed. It was noted that PayPal participation has been increasing. Year to date reports as of January 31, 2014 were also reviewed. Suzanne said that all line item expenses and revenues were as expected. **Jeanne Ludlow moved that cash disbursements of \$19,398.74 for December 2013, \$12,796.28 for January 2014, and the year to date reports as of January 31, 2014 be approved. The motion was seconded by Deb Oyler, approved unanimously, and carried.**

ALS Budget Revision for FY 2013/2014: ALS FY 2013/2014 budget line item revisions were discussed. The budget includes first year installation costs (\$8,900) for Enterprise, which is a new catalog “discovery layer” that features advanced searching capabilities. Suzanne noted that the UPRLC auditor is now recommending that line item expenses and revenues for optional products be included in the ALS budget that is approved by the ALS group and the UPRLC Board. **Cindy Bulmer moved that the ALS FY 2013/2014 amended budget [with revenues of \$343,400 and expenses of \$342,834] be approved as recommended by the Treasurer. The motion was seconded by Jeanne Ludlow, unanimously approved, and carried.**

ALS Budget for FY 2014/2015: The proposed ALS budget for FY 2014/2015 was reviewed. The FY 2015 budget was approved by UPRLC Executive Council at its meeting (held prior to the ALS meeting) on the condition that the budget is approved by the ALS group. The Treasurer recommended that automated system operating fees for next year be increased by 2 percent; Suzanne noted that this is less than the 3 percent increase that was previously considered. The budget also includes a \$67,000 expenditure for purchasing and staging 2 new servers. **Jeanne Ludlow moved that the ALS budget for FY 2014/2015 [with revenues of \$367,535 and expenditures of \$367,500] be approved as presented. The motion was seconded by Pat Cheski, unanimously approved, and carried.**

COMMITTEE AND OTHER REPORTS:

Update from UPRLC Long Range Planning Committee: The Long Range Planning Committee has been negotiating with SirsiDynix for a new long-term maintenance agreement; Suzanne reported that negotiations have entered final stages. ALS staff had expressed concerns regarding the implementation of Enterprise’s federated searching capabilities; Suzanne reported that Gale and the Library of Michigan have agreed to work with ALS staff to develop a work-around that would allow Enterprise users to access the MeL Gale databases from within the UPRLC online catalog.

OTHER:

Shawn Andary thanked everyone for responding to the survey she sent out in January. As a result of the survey responses, Shawn made some changes to the shared system, including removal of records for discarded items that continued to show up on Workflows because patron fines were attached to them. Although the item records were deleted, the patron records retained the fine information after the purging process was completed.

Shawn reminded everyone that a new feature is now available that allows the display of patron photographs in Workflows. Photos can be loaded individually or in batch, and since the feature can be enabled by library or branch, system performance is not negatively impacted. A webcam can also be used to capture patron photographs. Anyone who is interested in the option should contact Shawn.

Jean Montgomery has scheduled demonstrations of Zoom, which is a cloud-based video-conferencing service that allows users to connect webcam-equipped computers and devices—such as PC’s, laptops, iPads, etc. --with room-based interactive video conferencing systems. A free version of Zoom can be used for one-to-

one collaboration; the paid version can connect up to 25 participants. [Jean sent more information to the e-mail Listserv on 3/12/2014.] Jean suggested that library directors consider using Zoom to share programming with other libraries.

Dell AppAssure, cloud-based backup and restoration software, has been installed on a new central site server and is currently remotely backing up member library servers. Jean said that she will be contacting library directors to determine which desktop computers they want backed up. Jean explained that the software works by initially taking a snapshot of the computer's hard drive and subsequently looking for changes to the data.

Shawn Andary, Jean Montgomery, Jeanne Ludlow, Bruce MacDonald, and Megan Buck will be attending the COSUGI (Customers of SirsiDynix Users Group) in Detroit from May 15 – 17, 2014.

Suzanne Dees reminded everyone that the 2014 Rural Libraries Conference is scheduled for April 30 – May 2, 2014 and will be held at the Grand Hotel on Mackinac Island.

NEXT MEETING: The next meeting was scheduled for Thursday, May 22, 2014.

ADJOURNMENT: There being no further business the meeting was adjourned at 11:22 a.m. on a motion by Jeanne Ludlow, seconded by Deb Oyler.

Respectfully submitted,

Pamela Malmsten, Recorder