

Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2018 (Symphony Users)
Minutes of the Meeting of May 10, 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 and the Bayliss Public Library in Sault Ste. Marie. Other participants dialed into the meeting via ReadyTalk audio conferencing service. The Chair, Bruce MacDonald called the meeting to order at 10:35 a.m.

Attending:

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

At Dickinson County Library: Megan Buck, Dickinson County Library

At Bayliss Public Library: Pam Flood, Bayliss Public Library

Calling in via ReadyTalk or VOIP: Dion Mindykowski, Tahquamenon School Public Library; Lisa Cromell, Munising School Public Library; Denise Engel, Wakefield Public Library; and Mary Hook, Manistique School Public Library

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

APPROVAL OF THE MINUTES OF February 15, 2018: The minutes of February 15, 2018 were unanimously approved as presented on a motion by Pam Flood seconded by Megan Buck.

FINANCIAL REPORT: Pam Malmsten presented the Financial Report.

Approval of February, March, and April 2018 Cash Disbursements: A March payment of \$2,185 to Anderson Tackman and Company was for a portion of the FY 2017 annual financial audit; ALS paid a total of \$3,600 and the General Fund paid the remaining \$400. April includes the ALS share (\$305) of UPRLC's annual property and liability insurance; the UPRLC General Fund paid the balance due of \$500. March and April reports include costs for Jeremy Morelock and Bruce MacDonald to attend this year's COSUGI conference in Atlanta. Total cost of the conference was \$3,985.56. In April ALS paid the second six-month maintenance invoice to SirsiDynix; the amount charged to ALS maintenance (4-930) was \$65,658.38; another \$7,210.18 was rebilled to libraries (account 4-930.2).

Megan Buck moved that cash disbursements of \$4,321.02 for February, \$27,686.31 for March, and \$85,066.94 for April be approved. The motion was seconded by Pam Flood, unanimously approved, and carried.

Year to Date Expenses/Revenues Report as of 04/30/2018: The year-to-date expense and revenue reports as of 04/30/2018 were reviewed. **Revenues:** Revenues are as expected; ALS operating fees have been billed through 6/30/2018. **Expenses:** Expenses are also as expected. In the Professional and Contractual line item, the 7/12 budget figure is \$87,242.75; ALS has spent \$77,434 through 4/30/2018. The

maintenance line item is over the 7/12 figure because 100% for the SirsiDynix maintenance costs for the year have been paid. Total ALS plus NMLN revenues as of 04/30/2018 were \$271,603 and total expenses were \$217,218.

Lisa Cromell moved that the YTD reports as of 04/30/2018 [with total ALS/NMLN expenses of \$217,218 and total ALS/NMLN revenues of \$271,603 be approved as presented. The motion was seconded by Megan Buck, unanimously approved, and carried.

Shawn reported that the Gwinn Area Community Schools and the Tahquamenon Area School Public Library have both informed UPRLC that they will be withdrawing from the UPRLC automated system effective October 1, 2018. The Gwinn Schools Business Manager indicated that they were terminating the UPRLC automated services contract due to a significant deficit fund balance that resulted in a necessary reduction of services. The Tahquamenon Public Library Board has chosen to migrate to another ILS consortium. Pam Malmsten reported that, for FY 2018/2019, ALS will lose \$2,883.26 in operating fee revenues for Gwinn Schools and \$3,807.93 for the Tahquamenon Area Schools Public Library.

COMMITTEE AND OTHER REPORTS:

COSUGI Conference (Jeremy Morelock and Bruce MacDonald): The COSUGI Conference was held in Atlanta, Georgia from April 15 – 18; Bruce MacDonald and Jeremy Morelock attended this year's conference. Bruce and Jeremy presented reports on the sessions they attended; their complete written reports were sent to the ALS group e-mail Listserv and are available by contacting Shawn Andary or Pam Malmsten at the ALS office. Megan Buck commented that, for next year's conference, we should apply for a Library of Michigan conference stipend to offset some of the costs.

UPRLC Annual Conference Committee: The UPRLC Annual Meeting will be held on September 25th and September 26th at Bay College in Escanaba. Megan Buck, Chair of the Annual Meeting Committee, said that plans are progressing well. Programming will focus on technology; keynote speakers, Dr. Michael Stephens, and author Fred Stonehouse, have been confirmed. David Votta from MCLS will be hosting a Community Engagement Roundtable discussion on September 25. Randy Dykhuis, the MCLS Executive Director, and Joe Hamlin and Sonja Norris from the Library of Michigan are also planning to attend. Shawn Andary added that she will soon be sending out a call for proposals for breakout sessions.

RIDES Task Force: A consultant was hired to conduct an assessment of the current RIDES delivery system and pricing structure; MCLS has received the consultant's revised report and scheduled a Task Force meeting on May 8, 2018 to review the report and make recommendations. Shawn is a member of the Task Force and attended the meeting in Lansing. Shawn reported that the meeting was very positive and that the Task Force would soon be sending out a report with recommendations. Shawn added that changes would take effect for the next contract year: July 1, 2019 – June 30, 2020.

OLD BUSINESS:

UPRLC/SLC Staffing: The Superiorland Library Cooperative Board of Directors hired Shawn Andary as the cooperative Director effective 4/27/2018. The Network

Administrator job position was posted locally and at Northern Michigan University, Michigan Tech. University, the Mining Journal (print and online), Michigan Works, and the job board for the Wisconsin Library Association. Eighteen applications were received and four applicants were chosen for interviews. Interviews were held on May 3 and May 4 and follow-up evaluations are continuing. Jeremy Morelock, formerly a part-time SLC staff member, accepted the position of full-time Database Maintenance and System Administrator Assistant; his full-time start date was May 8, 2018. Jeremy's new position involves database maintenance, along with some automated system administration tasks. Shawn added that she will soon be working on a job description for a new System Administrator.

UPRLC/SLC Joint Meeting: SLC Board members, library directors, and UPRLC Board members had all discussed the possibility of scheduling a joint meeting of the UPRLC and SLC Boards. Shawn asked Board members what they thought about scheduling a joint Board meeting and a UPRLC/SLC organizational breakout session during the UPRLC Annual Meeting. It was agreed that a SLC/UPRLC/NMLN brainstorming and informational session would be held during the UPRLC Annual Meeting and that a combined Board meeting would be scheduled at a later time. The breakout session would include a presentation of information regarding the organizational structures and purposes of each organization; it would also include discussions regarding the SLC/UPRLC management contract and the overlap in staffing, finances, and leadership between SLC and UPRLC.

BlueCloud Analytics: Shawn reported that ALS staff hasn't had time to test BlueCloud Analytics right now, but the product will be included in the SirsiDynix contract negotiations.

NEW BUSINESS:

Membership/Contract Committee: Shawn said that she is looking for six to eight automated system participants who might be interested in serving on a Membership and Contract Committee. Committee members would work on developing policies regarding automated system membership changes. In addition, the committee would discuss the upcoming ILS contract negotiation; UPRLC's 5-year ILS contract with SirsiDynix will expire on March 31, 2019. Shawn said that anyone interested could contact her; a message will also be sent to the group e-mail Listserv.

Symphony 3.5.3 and Enterprise 5.0: Shawn reported that the Symphony 3.5.3 update will allow more control of circulation map policy grouping; she noted that policy changes could first be loaded on the test server. Enterprise 5.0 is now available; the upgrade has a more responsive design and is more mobile device friendly. Shawn said that Enterprise 5.0 will be installed later in the summer and the upgrade to Symphony 3.5.3 will probably take place in the fall.

Other: Shawn reported that the Wakefield Public Library and the Engadine Library will be joining MelCat around Memorial Day.

NEXT MEETING: The next ALS meeting was scheduled for September 6, 2018 at 10:30 a.m. eastern.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:08 p.m. eastern on a motion by Pam Flood, seconded by Lisa Cromell.

Respectfully submitted,

Pamela Malmsten, Recorder