

Upper Peninsula Region of Library Cooperation, Inc.  
Automated Library Services 2017 (Symphony Users)  
Minutes of the Meeting of May 11, 2017

**CALL TO ORDER:** A meeting of the ALS 2017 (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 and 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 10:06 a.m.

**Attending:**

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

At Dickinson County Library: Megan Buck, Dickinson County Library

Calling in via ReadyTalk or VOIP: Amanda Winnicki, Menominee County Library; Denise Engel, Wakefield Public Library; Susan Jacobs, Alpena County Library; Lisa Cromell, Munising School Public Library; and Carolyn Stacey, Escanaba Public Library

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

**APPROVAL OF THE MINUTES OF FEBRUARY 2, 2017:** The minutes of February 2, 2017 were unanimously approved as presented on a motion by Amanda Winnicki, seconded by Denise Engel.

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

Approval of the January, February, March, and April 2017 Bills: Cash disbursements for January – April 2017 were reviewed. Staff has been purchasing items for MobileCirc training (account number 4-730), including a magnetic card reader, 2 wireless receipt printers, portable scanners, and two tablets (Quad Core and Samsung Galaxy). In March and April, disbursements included COSUGI conference expenses for Denise Engel and Jean Montgomery. ALS also paid for the FY 2016 audit and 990 in installments over 3 months; the total cost was \$3,365.

**Carolyn Stacey moved that cash disbursements of \$18,852.57 for January 2017, \$19,065.08 for February 2017, \$20,674.32 for March 2017, and \$20,234.96 for April 2017 be approved. The motion was seconded by Amanda Winnicki, unanimously approved, and carried.**

Year to Date Expenses/Revenues Report as of 04/30/2017: The year-to-date expense and revenue reports as of 04/30/2017 were reviewed. Pam M. noted that the professional and contractual line item was running over the 7/12 budget figure; this was due to increased salary expenses that are rebilled by SLC. The transportation line item was also running slightly over the 7/12 budget figure. Pam M. said that a proposed revised budget will be considered. Total ALS plus NMLN expenses as of 04/30/2017 were \$194,269 and total revenues were \$278,926.

Megan buck **moved that the YTD reports as of 04/30/2017** [with expenses of \$194,269 and revenues of \$278,926] **be approved as presented. The motion was seconded by Denise Engel, unanimously approved, and carried.**

ALS FY 2016/2017 Budget Revision: A proposed revised ALS budget (expenses only) for FY 2017 was reviewed. Pam M. reported that the Professional and Contractual, NMLN audit, transportation, and insurance line items needed to be adjusted. Pam M. said that travel costs were slightly higher due to staff travel to the regional MobileCirc training sessions. A separate line item for insurance was added since ALS agreed to pay for the liability insurance (the UPRLC general fund is running out of money). An additional \$500 was added to the computer supplies line item to cover the MobileCirc purchases. Pam M. noted that SirsiDynix maintenance, operating supplies, and printing and publishing were running under the 7/12 budget figure so she was able to transfer some of those funds to line items running over or close to 7/12. The bottom line total expenditures in the proposed revised budget are the same as in the original budget: \$392,928.

**Denise Engel moved that the revised ALS budget [expenses only] for FY 2016/2017** [with expenses of \$392,928] **be approved as presented. The motion was seconded by Amanda Winnicki, unanimously approved, and carried.**

ALS FY 2017/2018 Budget Revision: Pam M. reported that there was only one small change in the proposed ALS Budget revision for FY 2018. Last February, Suzanne Dees and Jean Montgomery negotiated with Merit Network, UPRLC's internet provider, to lower UPRLC's contracted shared bandwidth cost per Mbps from \$30/Mb to \$20/Mb. Suzanne and Jean also realized, however, that they needed to change the way they were allocating shared bandwidth since SLC and UPRLC use a lot of bandwidth for backups and other remote management. As a result, UPRLC's internet cost for FY 2018 will increase from \$500 to \$1,240. Total expenses in the revised budget are \$394,563.

**Megan Buck moved that the revised ALS budget [expenses only] for FY 2017/2018** [with expenses of \$394,563] **be approved as presented. The motion was seconded by Lisa Cromell, unanimously approved, and carried.**

#### **COMMITTEE AND OTHER REPORTS:**

COSUGI Conference: Jean Montgomery and Denise Engle attended the 2017 COSUGI Conference from April 10 – 13 in Salt Lake City, Utah.

Denise Engel said she enjoyed attending the conference and thanked the ALS group for allowing her to attend. Denise reported that the SirsiDynix CEO stressed the importance of libraries. The CEO said that SirsiDynix believes in the "Power of Libraries" and that in order for SirsiDynix to succeed, libraries need to succeed. Denise attended a session for first time attendees that discussed ways of implementing conference ideas in home libraries. Other sessions covered BLUEcloud Analytics, BLUEcloud Cataloging, MobileCirc, a session on designing and delivering effective presentations, and a session on Digital Academy, which brings open online learning resources into the libraries' catalogs. Denise added that she came away from the conference with greater insight into the operation of the UPRLC automated system and

greater appreciation of the work that SLC/UPRLC staff members do to keep the system running smoothly

Jean Montgomery talked about a session she attended that discussed making changes to Enterprise; descriptions and other pop-ups can now be added and rooms can be created that are only accessible to logged-in users. She also attended an interesting session on dealing with library materials that are returned with bed bug infestations. Other sessions Jean attended included:

**Cataloging Sharing:** With the addition of Item categories and library-specific policy capability, Jean said that BLUEcloud Cataloging is coming closer to what the ALS group needs

**EResource Central:** SirsiDynix is looking at incorporating Zinio and some of the Gale Databases into eResource Central, and version 5.0 will include more Overdrive functionality. SirsiDynix is also trying to find a way to limit Hoopla titles so they don't overwhelm the libraries' catalogs.

**MobileCirc, BLUEcloud Analytics, and the Open Data Project:** The Open Data Project involves libraries sharing some user statistics, such as book subject check-outs, that business can capture and use for their marketing plans. Jean also attended a session on Digital Academy, and said that SirsiDynix would possibly offer a demonstration of the product. She added that ALS staff would also try to arrange for a demonstration of BLUEcloud Mobile, a new smart phone application that can be used to search the library catalog. The BookMyne app is still available to patrons, but BLUEcloud Mobile is the new premium app that could be purchased from SirsiDynix for an additional cost.

**UPRLC Annual Conference Committee:** The UPRLC Annual meeting is scheduled for September 13<sup>th</sup> and 14<sup>th</sup>, 2017 at the Peter White Public Library in Marquette. A planning meeting will be held at SLC at 1 p.m. on May 17th. Committee co-chairs Megan Buck and Carolyn Stacey have already been brainstorming; they have talked about a Vendor Demo Day, a social event, and different options for the schedule of events. Megan said that all UPRLC members are invited to join the Annual Meeting Committee and can submit ideas to committee members even if they can't attend the planning meetings.

## **OLD BUSINESS:**

**Plymouth Rocket Calendar:** Plymouth Rocket calendar is a shared online calendar program that can be framed into each library's web site. All participating libraries are able to see the shared calendar and find out what is going on at other libraries. Jean Montgomery said that participating libraries' events, along with age group designations, have been added to the calendar. Jean suggested that libraries share their programs by using Zoom or interactive video conferencing equipment.

**MobileCirc Training:** MobileCirc, a circulation and inventory product which is installed on mobile devices and laptops, can be used for weeding, inventorying, searching for items, checking out items on the fly, and registering patrons off-site. Shawn and Jean presented a series of regional MobileCirc workshops and trained about 90 people. Shawn said that MobileCirc is mostly being used for inventory and weeding right now. Shawn and Jeremy Morelock will also present two ReadyTalk online training sessions; the sessions, which are scheduled for May 16<sup>th</sup> and May 25<sup>th</sup>,

are for people who were unable to attend a regional training workshop, or for anyone who needs a MobileCirc refresher. Jean Montgomery noted that there have been problems with the MobileCirc renewal and weeding list functions, but that the problems should be resolved after the next Symphony/Workflows upgrade in June. Jean has been working on getting discounted prices on MobileCirc supplies, including tablets, mobile scanners, and wireless receipt printers.

## **NEW BUSINESS:**

Database Maintenance Assistant: Shawn Andary introduced Jeremy Morelock, SLC's new online database maintenance assistant. Jeremy's hours are Tuesday and Wednesday from 8:00 a.m. to 12 noon and Thursday from 8:30 a.m. to 5 p.m. Jeremy has been adding, creating, and cleaning up database records; he has also added Project Gutenberg titles, which are classic, public domain books, to the Overdrive catalog. Shawn said that, due to catalog size limits, not all of the Project Gutenberg titles will be added; however, anyone with specific title requests can contact Jeremy. Jeremy will also be handling some cataloging requests, helping with basic WorkFlows support and training, and will be working with Shawn to present two online MobileCirc training sessions. Jean Montgomery has set up a special e-mail address for cataloging requests: [cataloging@uproc.lib.mi.us](mailto:cataloging@uproc.lib.mi.us).

BLUEcloud Analytics Pilot: Shawn reported that UPRLC ALS staff agreed to test BLUEcloud Analytics, a new SirsiDynix reporting tool. ALS staff selected three reports to test; several member libraries are also going to participate and test some reports. Jean noted that reports can be emailed in Excel, pdf, text file, or html formats. Shawn added that the cost of BLUEcloud Analytics is \$5,000 - \$6,000 a year, but ALS is not under any obligation to purchase the product.

Symphony/WorkFlows Upgrade 3.5.2.1 Scheduled: Shawn reported that the UPRLC test server has already been upgraded to version 3.5.2.1, and if there are no significant problems with the upgraded data, the Symphony/Workflows upgrade will occur on Friday, June 9 before libraries are open (approximately 1 – 5 a.m.). Shawn said that the upgrade should correct the MobileCirc issues. It will also include a Workflows searching enhancement: in addition to the title, format, and publication year, it will be possible to add a column that shows how many copies of the title are in the system.

MeLCat User's Day: A free MeLCat Users Day workshop will be held on July 26, 2017 from 9:30 a.m. to 12:30 p.m. at the Peter White Public Library in Marquette. Shawn Andary said she will present an afternoon training session from 2 – 4 p.m., and will probably feature one of the MeL databases. Anyone who cannot travel to Marquette for the workshop can attend Shawn's afternoon session via Zoom.

Lunch Bunch: Lunch Bunch sessions are scheduled for the 3<sup>rd</sup> Tuesdays of the month at 1 p.m. Jean said that the May 16 topic is "Reference Questions". Upcoming topics include: newsletters and MailChimp, staff appreciation ideas, dealing with damaged or smelly returned items, hottest authors for specific genres and age groups, projects under \$50, Makerspaces, and computer classes. Participants can connect via Zoom on their computers, laptops, tablets, or smart phones.

**NEXT MEETING:** The next ALS meeting will be August 3<sup>rd</sup> at 10:30 a.m. eastern.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 11:44 a.m. on a motion by Megan Buck, seconded by Amanda Winnicki.

Respectfully submitted,

Pamela Malmsten