Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2015 (Symphony Users)
Minutes of the Meeting of May 21, 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: 01 a.m.

Attending:
Officers:
Chair: Bruce MacDonald, Peter White Public Library (at Superiorland Library Cooperative)
Treasurer: Suzanne Dees (at Superiorland Library Cooperative)
Other ALS Representatives:
At Superiorland Library Cooperative: Jessica Holman, Negaunee Public Library; Jean Montgomery, Superiorland Library Cooperative; and Shawn Andary, UPRLC/ALS
At Bayliss Public Library: Pam Flood, Bayliss Public Library
Dialing in via ReadyTalk: Megan Buck, Dickinson County Library; Deb Oyler, Houghton High School Library; Pat Cheski, Menominee County Library; Lisa Cromell, Munising School/Public Library; Shawn Leche, Portage Lake District Library; and Dion Mindykowski, Tahquamenon Area Schools 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 Lisa Cromell, seconded by Pam Flood.

APPROVAL OF THE MINUTES OF FEBRUARY 19, 2015: The minutes of February 19, 2015 were approved as presented on a motion by Pat Cheski, seconded by Megan Buck.

FINANCIAL REPORT: ALS Treasurer Suzanne Dees presented the Financial Report.
        Approval of the Bills for February, March, and April 2015: Cash disbursements for November, December, and January were reviewed. There were no questions on the bills. Regarding the year-to-date expenditure report as of April 30, 2015, Suzanne noted that the "conferences and training" line item expenditures ($4,224) are over the budgeted figure ($3,500). COSUGI conference expenses for the two ALS group attendees were higher than anticipated because the conference was held in Portland, Oregon this year. Suzanne recommended that $800 be transferred from the computer supplies line item (4-740) to the conferences and training (4-865) line item.
        Suzanne Dees moved that the ALS FY 2014/2015 revised budget [with expenses of $414,607 and revenues of $414,607] **be approved as recommended by**

the ALS Treasurer; the motion was seconded by Pam Flood, unanimously approved, and carried.

Deb Oyler moved that the year-to-date expense and revenue reports as of April 30, 2015 [with revenues of $278,548 and expenses of $248,368] **and cash disbursements of $12,171.10 for February 2015, $78,795.40 for March 2015, and $14,111.33 for April 2015 be approved. The motion was seconded by Lisa Cromell, unanimously approved, and carried.**

The UPRLC audit for the year ended September 30, 2014 has been completed. Suzanne reported that the ALS fund balance was $225,243 as of 9/30/2014.

COMMITTEE AND OTHER REPORTS:

COSUGI Conference: Jean Montgomery and Lisa Cromell attended the COSUGI 2015 Conference held in Portland, Oregon from March 30 to April 1. Jean and Lisa each reported on the sessions they attended.

Lisa Cromell said that the conference was very valuable and she thanked everyone for giving her the opportunity to attend. Lisa learned about innovative and exciting features in BLUEcloud cataloging, including the ability to compare records side by side and transfer fields from one record to another.   She highlighted other session topics including patron self registration, mobile circulation, community funded services, and customizable patron account summary reports.

Jean Montgomery primarily attended sessions focusing on Enterprise, including coding and customizing using JavaScript, CSS themes, and widgets. She also learned about upcoming patches, including a fix for disappearing facets; Enterprise enhancements such as improved searching relevancy; and about a way to use Excel spreadsheets to upload data into WorkFlows. Jean noted that many users expressed interest in responsive design, which involves converting Enterprise desktop pages to mobile devices.

Suzanne Dees added that ALS could consider sending more people to next year's conference since it will be held in Indianapolis.

Update on Options for Servers and SaaS:

At the last meeting, it was agreed that a committee should be formed to consider whether to replace servers that will soon be reaching end of life, or to purchase SaaS, the SirsiDynix cloud-based hosting option. Members of the committee are Jean Montgomery, Shawn Andary, Suzanne Dees, Jeanne Ludlow, Megan Buck, Bruce MacDonald, and Pam Flood or Lisa Waskin from the Superior District Library.   Suzanne received an updated SaaS quotation from SirsiDynix and has been comparing the estimate with costs associated with purchasing replacement servers and maintenance contracts from Sun Oracle or SirsiDynix. Another consideration is that SirsiDynix has certain programming that only works on the Oracle database platform, and those features will not be available on UPRLC's current ISAM database. Suzanne said that she hasn't yet received the price quote for the Oracle database management software. UPRLC currently has two servers, but only the production server would be replaced; the second server is being used to host eLibrary, which will be phased out at some point.

The main disadvantage of SaaS is the cost: Suzanne estimated that SaaS would cost about $50,000 more per year than hosting the data on central site servers. Since some member institutions, including some of the larger libraries, have struggled recently

with financial difficulties, the additional cost of SaaS is a significant concern. Advantages of SaaS include:

- There would be no fire and flood risk since data would be stored off-site.
- Upgrades would be faster.
- Less staff time would be required for upgrades.
- ALS staff would still have access to UPRLC data.
- A test server would be available for upgrades.
- Licenses for new products would be included, and libraries could opt to continue to use eLibrary.

In evaluating the central site server option, the committee would also have to consider whether to purchase the server and maintenance contract from Sun Oracle or from SirsiDynix. A timeline for a final decision was discussed.   Since it would take an estimated 3 to 4 months to move UPRLC's data to a new server, it was agreed that the final decision should be made by fall.

OLD BUSINESS:

Enterprise Update: Shawn Andary presented an update on Enterprise implementation. Enterprise is an online catalog discovery tool that features advanced searching capabilities such as fuzzy logic and faceted navigation. ALS staff has implemented Enterprise default settings, including new item categories and faceting options, and have been setting up and adding individualized Enterprise profiles for member libraries. Jean and Shawn are also continuing to work with member libraries to develop customized web pages and book rivers.   Enterprise training was briefly discussed. It was agreed that staff training, including instruction on "rooms" and faceting, would be offered. Shawn said she would send out information on patron training materials.

Suzanne reported that she and Deb Oyler have written a one-page summary of UPRLC/ALS consortium services; since Enterprise is currently being rolled out, this may be a good time to give the summary to library board members and administrators.

SirsiDynix Upgrade on June 7:   Shawn reported that the latest SirsiDynix software version, Symphony 3.4.1, Service Pack 5, will be installed on the evening of June 7; all libraries will be closed at that time. OverDrive, Zinio, IndieFlix, and Mango Languages will be accessible during the upgrade process. Upgrade enhancements and bug fixes 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 and other Staff web fixes.

To take advantage of the enhancements, a new version of WorkFlows client will have to be installed after the upgrade. Shawn noted that BLUECloud cataloging should also be available soon.

NEW BUSINESS:

PR and Marketing Position Posted: SLC has posted a new position—Communications, Outreach, and Public Relations Manager. The new employee's responsibilities will include brand development, training, communicating the value of library services to the community, and assisting member libraries with marketing strategies and website development.

UPRLC/SLC Renovations: Suzanne Dees reported that most of SLC's compact, movable shelving has been dismantled and moved to Alpena; the shelving is temporarily in storage and will eventually be used by the Alpena Public Library. The interior of SLC's building was re-painted, additional electrical wiring and new carpeting were installed, and some employee workstations were moved to take advantage of the additional space.

New Member Library: ALS has recently added one new member—Sandy Knoll Elementary School, which is part of the Marquette Area Public Schools.

NEXT MEETING: The next ALS meeting was tentatively scheduled for Thursday August 6, 2015 at 10 a.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 11:15 a.m. on a motion by Pam Flood, seconded by Suzanne Dees.

.

Respectfully submitted,

Pamela Malmsten, Recorder