Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2017 (Symphony Users)
Minutes of the Meeting of August 3, 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 10:31 a.m.

<u>Attending:</u>
<u>At Superiorland Library Cooperative:</u> Bruce MacDonald, Peter White Public Library; Margaret Boyle, Peter White Public Library; Jessica Holman, Negaunee Public Library; Jeremy Morelock, Superiorland Library Cooperative; Jean Montgomery, Superiorland Library Cooperative; Shawn Andary, Superiorland/ALS; and Pamela Malmsten, Superiorland Library Cooperative (Recorder),
<u>At Bayliss Public Library:</u> Pam Flood, Bayliss Public Library
<u>At Dickinson County Library:</u> Megan Buck, Dickinson County Library
<u>Calling in via ReadyTalk or VOIP:</u> Amanda Winnicki, Menominee County Library; Denise Engel, Wakefield Public Library; Lisa Cromell, Munising School Public Library; Dillon Geshel, Portage Lake District Library; and Cheryl Hoffman, Spies Public Library

APPROVAL OF THE AGENDA: There was one addition to the agenda: under New Business, Item "d" .add "Cybrarian Wireless Printing." **The agenda was approved as amended on a motion by Megan Buck, seconded by Lisa Cromell.**

APPROVAL OF THE MINUTES OF MAY 11, 2017: The minutes of May 11, 2017 were unanimously approved as presented on a motion by Pam Flood, seconded by Denise Engel.

FINANCIAL REPORT: Pam Malmsten presented the Financial Report.

    <u>Approval of the May, June, and July 2017 Bills:</u> Cash disbursements for May – July 2017 were reviewed. Pam M. noted that May cash disbursements included both the semi-annual maintenance payment to SirsiDynix ($61,329.81) and the annual payment to Merit ($30,756.21) for internet services; most of the Merit internet costs are rebilled to the members of the Internet Consortium.

    Megan Buck moved that cash disbursements of $112,479.22 for May 2017, $24,888.34 for June 2017, and $15,390.53 for July 2017 be approved. The motion was seconded by Pam Flood, unanimously approved, and carried.

    <u>Year to Date Expenses/Revenues Report as of 07/31/2017:</u> The year-to-date expense and revenue reports as of 07/31/2017 were reviewed. Pam M. noted that ALS member fee revenues were lower than budgeted; she said that this was mostly due to Sault High School dropping out. All of the operating fee invoices for the current fiscal year have been sent out and revenues through September 30 were included in the operating fees revenue line item on the year-to-date report. Pam added that ALS was

under the 10/12 budget line item figure for most expenses, however the professional and contractual expenses were running close to the 10/12 figure.

Lisa Cromell **moved that the YTD reports as of 07/31/2017** [with expenses of $334,939 and revenues of $376,597] **be approved as presented. The motion was seconded by Amanda Winnicki, unanimously approved, and carried.**

ALS FY 2016/2017 Budget Revision: A proposed revised ALS budget (expenses and revenues) for FY 2016/2017 was reviewed. ALS operating fee revenues were reduced from $308,300 to $305,875. Several line item expenses were reduced--total operating expenditures in the revised budget were $915 less than the original budget--however the professional and contractual line item was increased since UPRLC's share of costs for employee wages and benefits were running close to the 10/12 budget line item figure. Net income in the original budget was $9,923; in the revised budget it dropped to $8,431.

Megan buck moved that the revised FY 2016/2017 ALS budget [with revenues of 392,989 and expenses of $384,558] be approved as presented. The motion was seconded by Pam Flood, unanimously approved, and carried.

COMMITTEE AND OTHER REPORTS:

U.P. MeL Users Day: A free MeLCat Users Day workshop was 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 presented a UPRLC-focused afternoon resource sharing training session from 2 – 4 p.m.

Shawn shared some of the highlights of the workshop:
(1) Improved MeLCat search results: titles owned by libraries with the largest number of copies of the requested item will be listed first.
(2) The MeLCat page now includes a widget on the side that would allow users to add the title to their Goodreads bookshelf.
(3) MeLCat now includes a link that would take users back to their home libraries' Enterprise page.
(4) Linked data: MeLCat has a goal of full linked data capabilities of libaries' holdings--data would be discoverable during Internet browser searches; selection of the linked data items would then direct the user back to the UPRLC Enterprise catalog.

Shawn added that she is working on improving UPRLC's interlibrary loan web page. Jean Montgomery has already updated the interlibrary loan library contact list. Shawn said she plans to add links to the RIDES contact list and the RIDES label maker. There is already a link to resource sharing policies, however Shawn said that this document could possibly be improved. The page also has links to the Peabody OCLC interlibrary loan webinar and a MCLS flow chart that outlines procedures for handling lost or missing items. Shawn asked for feedback on what users find helpful, or suggestions for improvements to the page.

UPRLC Annual Conference Committee Update**:** The UPRLC Annual meeting is scheduled for September 13th and 14th, 2017 at the Peter White Public Library in Marquette. Committee Chair Megan Buck reported that the registration brochure will be finished today and will be mailed out soon. Megan noted that this year's meeting will include programming on both days of the conference. Bonnie Witchtner-Zoia from the

Michigan State University Extension Service will present a "Real Colors" personality temperament workshop on Wednesday; Bonnie is also Thursday's keynote speaker and will talk about conflict resolution. Representatives from the Library of Michigan, MCLS, and SirsiDynix will be making presentations at the meeting. Breakout sessions will be organized in three tracts: outreach, management, and technology. Vendors will be also part of the annual meeting this year.

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 reported that the program has been set up; she said that library directors should contact her if they want the calendar added to their web pages. She added that the shared calendar has a maximum capacity of 900 events.

Symphony/WorkFlows Upgrade 3.5.2.1: Shawn reported that Symphony/WorkFlows was successfully upgraded to the latest version in June. The previous version of WorkFlows would not allow users to renew items in MobileCirc; the upgraded version corrected that problem. Shawn noted, however, that the dusty shelf list feature is still not working properly; call number searching still doesn't work with MobileCirc. SirsiDynix is working to resolve this issue. Other enhancements include:

(1) Text on the menus on the side of the page can be resized.
2) WorkFlows searching enhancement: in addition to displaying title, format, and publication year, there is a new column that shows the number of available copies in the system.
(3) A new item call number column in "display user" appears on the checkouts tab.
(4) There is a new patron digital signature option.
(5) User photos have been increased in size.
(6) A new bill breakdown report displays payment types and the other detail in a tabular format.
(7) The Clean Holds shelf report bug has been fixed.

Library Directors discussed some issues with the upgrade. Jessica Holman reported that, if a patron does not want a printed receipt, the receipt printer can no longer be turned off in the print dialog box. Megan Buck described a work around for the problem; Jean said that the printer can also be turned off in the print dialog box. Shawn noted that receipts can also be emailed to patrons. Megan Buck said that when using Item Search and Display it is no longer possible to tab through the list to quickly select a library; Shawn said she would check on this.

Jean asked if anyone had comments on MobileCirc. Jessica Holman (Negaunee Public Library) reported that she has been using it on a laptop to register users outside of the library. Bruce MacDonald said that Peter White Library has been using it for weeding. Amanda Winnicki (Menominee County Library) said they have been using MobileCirc at the branch library and in the bookmobile. Megan Buck (Dickinson County Library) said that staff used MobileCirc at one of the branch libraries when the internet was down.

BLUEcloud Analytics Pilot: ALS staff has been testing BLUEcloud Analytics, a new SirsiDynix reporting tool. Several member libraries also participated and tested some reports. Shawn reported that the consensus is that the product does not seem to be ready for implementation. UPRLC was the first SirsiDynix customer to join the pilot program and Shawn said that she was expecting help from a consultant. Another problem was that the instruction manual did not match up with the software. Shawn reported all of these issues; SirsiDynix representatives responded that they would provide better documentation and would allow UPRLC to use the product for six months with no obligation to purchase the product. Shawn said she would be talking to a SirsiDynix coordinator and will continue to investigate the product.

NEW BUSINESS:

Enterprise Facets: Shawn Andary said that many users have asked for narrowed search results in Enterprise. Shawn has added indexed item categories to the fiction and non-fiction facets that had already been created. Shawn and Jeremy Morelock are now working with Peter White and Wakefield staff on batch updating; she said that anyone else interested in fiction/non-facets should let her know.

New Apps for Zinio and Overdrive: Shawn reported that Jean Montgomery sent out instructions for using LIBBY, the new Overdrive application. Jean noted that users will have to use the old Overdrive application to download eBooks to an mp-3 player or Nook device, or to watch streaming videos. LIBBY will also not work on Windows 7 machines. Recorded Books, the digital magazine vendor, is also phasing out the Zinio application and will no longer use the Zinio logo.

Cybrarian Wireless Printing: Wireless printing is a service frequently requested by library patrons. Currently the process is complicated and involves downloading a driver, applications, etc. Jean said that Cybrarian offers an easy, affordable solution for patron wireless printing; patrons access a web page and upload a file; the document then prints on one of the library's regular printers; a wireless printer is not necessary. The Dickinson County Library has already been using this product; Megan Buck reported that it works well although they have been having some problems with Apple devices.

NEXT MEETING: The next ALS meeting was scheduled for November 9, 2017 at 10:30 a.m. eastern.

ADJOURNMENT: There being no further business, the meeting was adjourned at 11:56 a.m. on a motion by Jessica Holman, seconded by Pam Flood.
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Respectfully submitted,

Pamela Malmsten