

Upper Peninsula Region of Library Cooperation, Inc.
Automated Library Services 2014 (Symphony Users)
Minutes of the Meeting of August 7, 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, Chair, called the meeting to order at 10:02 a.m.

Attending:

Officers:

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

Treasurer: Suzanne Dees, Superiorland Library Cooperative (At Marquette)

Other ALS Representatives:

At Superiorland Library Cooperative: Janis Lubenow, Marquette General Hospital; Jessica Holman, Negaunee Public Library; Tracy Boehm, Peter White Public Library; Jean Montgomery, Superiorland Library Cooperative; and Shawn Andary, UPRLC/ALS
At Bayliss Public Library: Pam Flood, Bayliss Public Library and Dion Mindykowski, Tahquamenon Area Public Library

Dialing in via ReadyTalk: Jeanne Ludlow, Alpena County Library; Patty Hale, Calumet School Public Library; Megan Buck, Dickinson County Library; Elaine Erickson, Ironwood Carnegie Public Library; Pat Cheski, Menominee County Library; Lisa Cromell, Munising School Public Library; Cheryl Hoffman, Spies Public Library; and Denise Engel, Wakefield 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 Jeanne Ludlow, seconded by Pam Flood.

APPROVAL OF THE MINUTES OF MAY 22, 2014: The minutes of May 22, 2014 were approved as presented on a motion by Pat Cheski, seconded by Jeanne Ludlow.

FINANCIAL REPORT:

ALS Treasurer Suzanne Dees presented the financial report.

Approval of the Bills for May and June 2014 and the Year to Date Expense and Revenue Reports as of June 30, 2014: Cash disbursements for May and June 2014 and year to date reports as of June 30, 2014 were reviewed. There were no questions on the bills. Pat Cheski moved that cash disbursements of \$22,575.97 for May 2014, \$22,981.59 for June 2014, and the year to date expense and revenue reports as of June 30, 2014 be approved. The motion was seconded by Jeanne Ludlow, unanimously approved, and carried.

Budget Review for FY 2013/2014: FY 2014 budget revisions were considered. Some of the budget revisions were necessary because re-billed items--supplies, equipment, group subscriptions and Internet services--are now being included with the ALS operating budget line items on the financial reports. In the past, some of the re-

billed expenses and revenues were “zeroed out” in an expense account. Since the UPRLC audit is completed in a format that is compliant with GASB (Governmental Accounting Standards Board) rules, UPRLC’s auditor has recommended that the UPRLC Board approve a combined budget that is amended as necessary throughout the year to assure that no individual line item expenditures, including items re-billed for optional products, exceed budgeted amounts. Expenses for Enterprise (\$8,340), eResources Central (\$870), and Authority Control services (\$6,475) were also added to the budget. At its July 17 meeting, the SLC Board agreed to contribute \$12,000 to the cost of the Authority Control project. Suzanne reported that the Ironwood Public School District has withdrawn from ALS, but other new members are considering joining. The Brevort Township Community Library, a branch of the Superior District Library, has formally asked to join. In addition, some of the idle accounts will be returned to SirsiDynix for a refund.

Budget Review for FY 2014/2015: The FY 2015 budget was also revised; re-billed expenses and revenues were added to the line items and the health insurance line item was adjusted.

Janis Lubenow moved that the FY 2013/2014 ALS budget [with expenses of \$365,170 and revenues of \$365,306] and the FY 2014/2015 ALS budget [with expenses of \$414,607 and revenues of \$414,607] be approved as presented. The motion was seconded by Jeanne Ludlow, unanimously approved, and carried.

COMMITTEE AND OTHER REPORTS:

Cataloging Committee: Since Enterprise’s advanced searching capabilities will reveal more of the cataloging mistakes and new RDA (Resource Description and Access) cataloging standards will necessitate clean-up of the records, the UPRLC ALS group decided to contract for authority control clean-up and other necessary work to assure that the records are RDA compliant; SirsiDynix was the chosen vendor. The UPRLC Cataloging Committee—Shawn Andary, Megan Buck, and Tracy Boehm—have been working with a SirsiDynix consultant and have completed a 20 page survey. Based on input from the consultant and the committee’s survey responses, SirsiDynix will export and revise UPRLC’s records to make them cleaner, more consistent, and easily searchable. Clean-up will include eliminating extra tags in Workflows and probably removing unused GMD fields and replacing them with new 336, 337, and 338 tags; Shawn said that a handful of GMD’s will be retained. Cleaned up records will have more consistent author and subject fields and will be searchable by ISBN number. After the data is exported, the vendor will return sample data to the committee so the changes can be reviewed. The second part of the project will involve ongoing maintenance that will require minimal local staff time to resolve problems identified by the automated process.

OLD BUSINESS:

Update on Enterprise: Shawn reported that Enterprise will be ready soon. She has been working with a SirsiDynix consultant on the set-up process. Each library will have its own profile along with customized options and reports. Users will be able to search for items by item groups, such as video or audio, or by facet—adult, juvenile, etc.; genre filtering may be added in the future. Users will be able to access MeLCat

from Enterprise via a widget; a MeL databases link will also be added. Shawn has been working with MCLS staff to find a way to integrate MeLCat into remote searches in Enterprise. Jean Montgomery has been working on setting up the Kids catalog. Shawn added that training will be provided for anyone interested in using the Enterprise Rooms.

eResources Central – BLUECloud Rewards: BLUEcloud Rewards are SirsiDynix customer credits that may be used to purchase new products; a portion of the credits can be applied to on-going maintenance costs. The ALS group decided to purchase eResources Central, a product that will allow users to access Great Lakes Digital Libraries, the SLC Overdrive digital media site, from the online catalog. BLUEcloud Rewards were applied to the ongoing maintenance costs of eResources Central and Authority Control services.

NEW BUSINESS:

Regional Training: ALS staff will be hosting regional training sessions beginning October 24th at the Bayliss Public Library. Session topics will include a circulation refresher, an introduction to Enterprise, and possibly a cataloging refresher. Suggestions for other training locations are welcome; Shawn noted that webinar or video conferencing could be considered for some of the training sessions. Shawn will also present a webinar on Enterprise and eResources Central on November 18. The UPRLC Annual Meeting will be held at the Peter White Public Library in Marquette on September 25th; program topics will include e-publishing and Makerspace ideas. State Librarian Randy Riley will be the keynote speaker and Dion Mindykowski will talk about the teamwork, crisis management, and leadership lessons he learned after participating in a winter “death race”. The Superiorland Library Cooperative Annual Meeting is scheduled for September 30.

Library of Michigan Training Opportunities: A Library of Michigan Training session, MeL Early Literacy and Elementary eResources, will be held on August 28 in Pickford. LM has offered to set up webinars for the training; Suzanne said that anyone interested should contact her. LM will also be offering webinars on using new LibPAS software for state aid report data collection (September 9) and generating customized reports (September 16). A webinar on the new MeL discovery tool, Discovery Service Search, is scheduled for September 11. On November 11, LM will present a one-day library service contract workshop; participants will have the option of attending the session in Grayling or at one of SLC’s interactive video conferencing sites.

NEXT MEETING: The next ALS meeting was scheduled for November 20, 2014. UPRLC exec council will meet at 12:30 pm.

ADJOURNMENT: There being no further business, the meeting was adjourned at 10:58 a.m. on a motion by Lisa Cromell seconded by Janis Lubenow

Respectfully submitted,

Pamela Malmsten, Recorder